



Highland Hills Pastoral Charge

Congregations of
Highland Hills United Church and Maple Lake United Church

CHURCH ADMINISTRATOR (PERMANENT PART-TIME)

Highland Hills Pastoral Charge is looking for a warm and enthusiastic Church Administrator who is comfortable with technology and works well with others who will assist the minister in the daily life of the Charge and ensure office routines and responsibilities are met.

Experience with Microsoft Office is essential, plus basic bookkeeping skills and knowledge of ZOOM meeting setup is preferred, otherwise must be willing to learn. Membership in the United Church is not required. 20 hours per week, with flexible work hours and benefits. Please send cover letter and resume by mail or email. Applications will be received until 5pm on Friday, August 13th, 2021.

Full job description is available on our website at: highlandhillspc.ca

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