



Christ Church Cathedral Ottawa

414 Sparks Street, Ottawa, Ontario, Canada, K1R 0B2

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Communications and Administration Assistant (Part time)

Christ Church Cathedral Ottawa

CHRIST CHURCH CATHEDRAL OTTAWA seeks applications for the part-time position of Communications and Administration Assistant.

The Communications and Administration Assistant is an employee of the Anglican Diocese of Ottawa, working at Christ Church Cathedral under the supervision of the Administrator to provide expertise in communications and administration in a collaborative and positive work environment.

Principal duties include assisting with all aspects of internal and external communications and general administration, including: liturgy-related materials and rosters; promotion of liturgies, events and facilities; promotional brochures and posters; stewardship materials; postings on social media platforms, website, physical displays, and other media; and providing administrative assistance to the Administrator and Clergy.

Preferred applicants will have these attributes:

- advanced word processing skills
- superior writing skills
- advanced knowledge of Microsoft Office
- advanced digital communications skills
- social media know-how or savvy
- familiarity with Anglican liturgy, prayer books and resources
- sympathy with the values of the Anglican Church of Canada
- excellent interpersonal skills
- highly organized
- attentive to detail
- self-starter
- collaborative, team player
- willing to pitch in when team effort is required

This is a part-time position, with hours to be negotiated within a range of 12-15 hours per week, typically Tuesdays to Thursdays. The starting salary is competitive in the range of \$12,400 - \$15,600 per annum. Employment can commence immediately.

A job description is posted on the Cathedral's website: www.ottawacathedral.ca

Applications may be submitted **by no later than 4pm on Tuesday January 29, 2019** to the Cathedral's Administrator, Josephine Hall, at either: info@ottawacathedral.ca or 414 Sparks Street, Ottawa, Ontario, K1R 0B2

While all applications will be gratefully received, *only individuals selected for further consideration will be contacted*. The Cathedral reserves the right to contact individuals and to arrange for interviews at any time.

The selection process is guided by the Diocese of Ottawa's *Screening in Faith* policy, which includes *requiring the successful candidate to produce a recent Police Vulnerable Sector Check*.

