

## Secretary - St. John-in-the Wilderness

Eight (8) hours per week

St. John-in-the Wilderness welcomes applications for the position of a regular part-time Secretary.

The ideal candidate will demonstrate the following:

### Skills

- Adherence to confidentiality
- Ability to organize
- Attention to detail
- Basic knowledge of computer programs
- Flexibility
- Attention to time lines

### Personal qualities

- Friendly
- Able to work as a team member
- Willingness to learn and take direction

The successful candidate will work collaboratively with the Rector and Wardens.

Please reply with a cover letter and resume by February 28, 2017. Only candidates invited for an interview will be contacted.

### **Please direct your application to:**

St. John-in-the Wilderness Church  
c/o The Wardens  
2896 Old Lakeshore Rd.,  
Bright's Grove, On N0N 1E0  
(519)869-2403  
[www.stjohninthewilderness.com](http://www.stjohninthewilderness.com)

