



## **Diocese of Prince George Employment Opportunity**

The Diocese of Prince George is seeking applications for the position of “Executive Assistant to the Bishop.”

The successful candidate will work as part of a team in the diocesan curia with the Bishop and senior leadership in service of the diocesan community.

The successful candidate will be familiar with Church structures, possess excellent interpersonal and communication skills and have advanced skills with computer programs relevant to the position (e.g. MS Word, Outlook, Publisher). Familiarity with website administration and social media will be a definite asset.

This position offers the opportunity for challenging and meaningful service in the work of building the Kingdom of God through the mission of the diocesan Church.

A resume and covering letter should be sent to [rabomi@pgdiocese.bc.ca](mailto:rabomi@pgdiocese.bc.ca). Applications will be accepted until July 15, 2015.