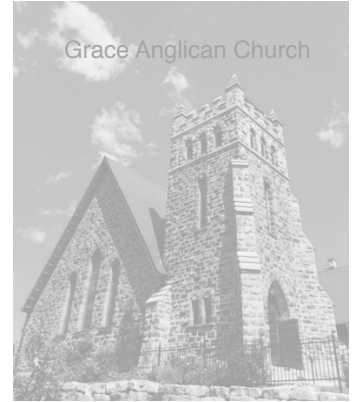


# The Anglican Church of Canada Diocese of Niagara

**Rector: The Rev. Karine Snowdon**



Grace Church, Milton is currently recruiting for a student to act as an Administrative Assistant in a temporary capacity. We are looking for a student who is able to work up to 30 hours per week starting June 4, 2018, for a period of 8 weeks, in our Parish office. We are an Anglican church, looking for an applicant who would be comfortable working in a Christian environment. The applicant must be planning to pursue ongoing post-secondary studies in Fall 2018.

"Grace Church has an opening for a Summer Student starting June 2018. Please feel free to share this opportunity."

Duties will include:

- Update parish records and assist with filing
- Answer phones and take detailed messages
- Compile and input information for community grant applications
- Assist in coordinating community dinners
- Participate in community food initiatives; interacting with clients and distributing food
- Assist in producing documents such as bulletins, schedules and website updates

Qualifications include:

- Excellent attention to detail and organizational skills
- Computer Skills including MS Word, Excel & PowerPoint
- Ability to follow direction and work independently
- Superior written and verbal communication skills
- Respect for Privacy and Confidentiality

Position Rate of Pay: \$14.00 per hour

Please email your resume to [Rector@gracechurchmilton.com](mailto:Rector@gracechurchmilton.com) Qualified applicants will be contacted for a personal interview.

We encourage the following underrepresented groups to apply: new immigrant youth/refugees, Indigenous youth, youth with disabilities and visible minorities.

Grace Anglican Church, 317 Main St, Milton, Ontario L9T 1P5 Tel. 905-878-2411  
[www.gracechurchmilton.com](http://www.gracechurchmilton.com)

