

## **CHURCH OFFICE COORDINATOR**

### **Central Presbyterian Church, Cambridge**

**Central Presbyterian Church, Cambridge is seeking a new Church Office Coordinator. The purpose of this part-time position is to provide administrative support to the Ministry staff, committees of the church and the congregation.**

**The preferred candidate will work with minimal supervision and have highly developed interpersonal and organizational skills. The person will have had previous experience in providing administrative support to a variety of stakeholders. The ability to work with sensitivity and discernment in a faith community would be an asset.**

**A complete job description can be found on the Central Presbyterian Church Website:**

**<https://centralchurchcambridge.ca/newsinformation/church-office-coordinator>**

**Applications with cover letter should be sent to: [careers@cpcmail.ca](mailto:careers@cpcmail.ca)**

**by no later than April 20.**

**Please note that only shortlisted candidates will receive a response.**