

Job Opportunity



Union of Spiritual Communities of Christ

Position: Secretary/Receptionist

Location: Brilliant Cultural Centre, Castlegar

Position Summary: provides clerical, administrative and web support to the USCC and its membership

Duties:

- Answering telephone and email enquiries
- Word processing, letter writing, transcribing minutes, photocopying/faxing
- Event planning
- Receiving and processing member donations, Iskra accounts, sales of cultural inventory
- Creating and maintaining filing systems of membership records, correspondence, logbooks and community records
- Keeping diaries; arranging meetings/appointments
- Entering and updating USCC website information

Qualifications:

- strong interpersonal, organizational, and communication skills
- fluent in oral and written Russian
- working knowledge of Microsoft Office, Excel, Powerpoint, Adobe InDesign and CorelDraw
- experience with Adobe Dreamweaver, Photoshop, WordPress, Facebook and Twitter
- must be USCC member

Employment Terms: full time position, five days per week, mid August through June (subject to change)

Application deadline: December 15, 2017

Union of Spiritual Communities of Christ
Box 760
Grand Forks, BC
VOH 1H0
Attention: Hiring Committee
gfadmin@uscc.ca