

Bulletin Notice:

Employment Opportunities: The Canadian Association for Parish Nursing Ministry (CAPNM) is seeking an Office Coordinator to join their team. The role includes support to the board of directors, administrative support for the association memberships, correspondence, financial day-to-day business, coordination of social media with the webmaster, assistance with the Annual General Meeting (AGM) and National Conference, facilitation of subcommittee work at the direction of the board and creation of a quarterly newsletter. *This role is essential in unifying the parish nurse activities across Canada.* French language skills considered an asset.

This is an annually contracted part-time position (250 hours/year at \$25.00 per hour). Please submit your resume by August 2, 2024. Administrative training and/or experience equivalent is required. Orientation is provided. This position is available August 22, 2024. Only successful applicants will be contacted for an interview.

Further detailed job specifics are available at www.CAPNM.ca.