

## Advertisement

The Canadian Association for Parish Nursing Ministry (CAPNM) is seeking an **Office Coordinator** to join our team. This role is essential in unifying Parish Nurse activities across the country.

As the Office Coordinator you will:

- Support the work of the Board of Directors and subcommittees
- Manage daily correspondence, filing, and financial records
- Liaise with webmaster and bookkeeper
- Create a quarterly newsletter
- Manage membership registrations
- Assist with the Annual General Meeting (AGM) and National Conference
- French language skills are 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. This position is available August 22, 2024 with orientation provided. We thank all applicants, only successful applicants will be contacted for an interview.

Further information is available at [www.CAPNM.ca](http://www.CAPNM.ca)