



### **PARISH OFFICE ADMINISTRATOR**

**We are a lively, diverse Christian community in South Dublin.**

**This is an exciting opportunity to join our ministry team in the area of administration**

**Are you:**

- **Organised, with good administrative and computer skills?**
- **Outgoing and able to relate with people of all ages?**
- **Good at producing clear, concise and relevant communications?**

**We are looking to appoint a person to work alongside our existing staff and church members. This is a part time position for 20 hours per week (5 mornings). We offer ongoing training and support and frequent opportunities for new challenges and responsibilities.**

**[Want to know more?](#)**

**Contact us on (01)-289-6442 or via mail at [rector@kotg.ie](mailto:rector@kotg.ie)**

**Further details are on our website [www.kotg.ie](http://www.kotg.ie)**

**Closing date for applications is Friday 14th February 2020.**