**We are seeking to recruit a ….**

**…..Part Time Administrative Assistant**

The vestry of St Mark’s Church in Portobello is seeking to recruit a part time administrative assistant.

This new role will be key in streamlining the work of the congregation and enabling us to move forward in a strategic way on a large building project.

Duties will include: secretarial work, aiding the communication of the congregation (including the creation of posters and booklets), help with online communication channels, some book-keeping and liaison with external contractors.

Hours: 6 hours a week, preferably to be worked in two mornings of 3 hours.

Pay: £10 ph

**For further details please contact the Rector; Sophia Marriage –** rector@stmarksportobello.org

Or on 07787 553537

**Closing Date:** Sunday 27th January at 5pm;

Interviews will be help on Friday 1st February in the morning.