



Job Description Office Coordinator for Canadian Association for Parish Nursing Ministry

Post Date: July 15, 2024
Closing Date: August 2, 2024

Job Specifics: Part Time Position – Annual Contract
250 hours/ year
\$25.00 / hour
Position to start August 22, 2024 with an orientation period.
Flexible work schedule
Work from own home office

Benefits: none provided

The Canadian Association for Parish Nursing Ministry (CAPNM) is seeking an Office Coordinator to join our team.

This Coordinator will manage the office coordination duties of CAPNM. This position provides administrative support for association memberships, correspondence, financial day-to-day business, preparing a banking spreadsheet monthly to send to the bookkeeper, website maintenance and coordination of social media with the webmaster, support to the Board of Directors, assistance with the Annual General Meeting (AGM) and National Conference, facilitation of subcommittee work at the direction of the Board and preparation of a quarterly newsletter. French language skills are considered an asset for this position.

Your role is essential in unifying parish nurse activities across the country. What a special opportunity to become part of the fabric of Parish Nursing in Canada!

Want to find out more about Parish Nursing? Go to www.CAPNM.ca

The Mission

The Canadian Association for Parish Nursing Ministry (CAPNM) is committed to the development of parish nursing as a health and ministry resource within Canada.

The Vision

Parish Nursing is recognized as an essential dimension in the integration of faith and health within diverse faith communities throughout Canada.

What is a Parish Nurse?

A Parish Nurse is a registered nurse with specialized knowledge, who is called to ministry and affirmed by a faith community to promote health, healing, and wholeness.

The Coordinator Knowledge, Skills, and Abilities:

- Advantageous to have experience in the not-for-profit sector
- Excellent written and oral communication skills
- Highly organized administration skills
- Ability to work independently
- Strong collaboration and teamwork skills
- Proficient in using Email, Microsoft Office Suite, Google Workspace/Drive, CANVA, Zoom



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- Previous administration experience preferred
- Familiarity with event planning, virtual or in-person, an asset
- Must be able to lift boxes weighing up to 20 lbs
- Ability to collaborate with the webmaster to maintain association webpage, and have familiarity with social media platforms

Duties and Responsibilities

- Communicates with CAPNM members as required
- Replies to correspondence concerning CAPNM
- Coordinate communication between Board and CAPNM Committees and working groups
- Drafts Board meeting agendas, and prepares meeting minutes
- Works with Conference Planning committees to organize the annual conference
- Promotes and attends annual AGM and conference; travel and accommodation fees provided
- Publishes and distributes Newsletters (4x/year)
- Acts as a liaison between community inquiries and parish nursing resources
- Maintains CAPNM financial records in collaboration with bookkeeping service
- Collaborates with webmaster to update information on the website
- Takes initiative and delegates as necessary
- Provide public relations on behalf of CAPNM
- Storage of CAPNM files and materials
- Assumes other duties as assigned by the CAPNM Board of Directors

Hiring process:

- Submit your application and resume
- Complete an interview with CAPNM search committee virtually
- Provide 3 references (2 business and 1 personal) if requested
- Successful candidate must provide a Police Information Check

Education/Experience

- Administrative Assistant Training or Work Experience equivalent

Submit resumes to: capnm.secretary@gmail.com