



# Kootenay Christian Fellowship

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812 Stanley Street, Nelson, BC. V1L 1N7 PHONE: 250-352-7700 FAX: 250-352-7713 EMAIL: [office@kcfoffice.com](mailto:office@kcfoffice.com)

Kootenay Christian Fellowship, a community minded church with an active ministry with the poor, located in beautiful Nelson, BC, is looking for an Executive Assistant to the Pastor.

#### SKILLS:

- Must be proficient in MS Office
- highly organized
- understand basic bookkeeping
- be a team player

#### CERTIFICATION:

- Office administration diploma would be helpful.

This is a ministry position, therefore the successful applicant will be expected to attend and support the vision and mission of KCF. Comprehensive wage package according to experience.

#### HOW TO APPLY:

Email resume to [pastorjim@kcfoffice.com](mailto:pastorjim@kcfoffice.com) or mail 812 Stanley, Nelson, BC V1L 1N7