

Is God calling you to work with us?

North East Scotland Youth for Christ, a charity aiming to take the Good News relevantly to every young person in North East Scotland, requires a



Part Time Administrator

for 3 hours per week. While not a time-consuming role, it is vital to the smooth running of our work. Duties would include checking our office in Aberdeen city centre for mail, phone messages and emails at agreed times each week, acting as a first point of contact for NESYFC volunteers and external contacts, minute taking and other general administrative tasks.

Ideally you will have:

- Good communication, presentation and organisational skills.
- Proficiency in standard office computer applications: word processor, spreadsheet, email, web
- Credit Standard Grade English or equivalent
- Mature independent character
- Office work experience preferred but not essential

Pay will be an hourly rate agreed depending on experience and skill level of the successful applicant.

For more information and a full job description, please contact Cat Lawson (the NESYFC volunteers & training coordinator) on: 07772 690966 or cat@nesyfc.org.uk.

NESYFC is a charity registered in Scotland under charity number SC018031. We are a non-denominational Christian charity operating under a charter with British Youth for Christ. Our work with young people and churches reaches right across the North East of Scotland. You can find out more about NESYFC at www.nesyfc.org.uk.

