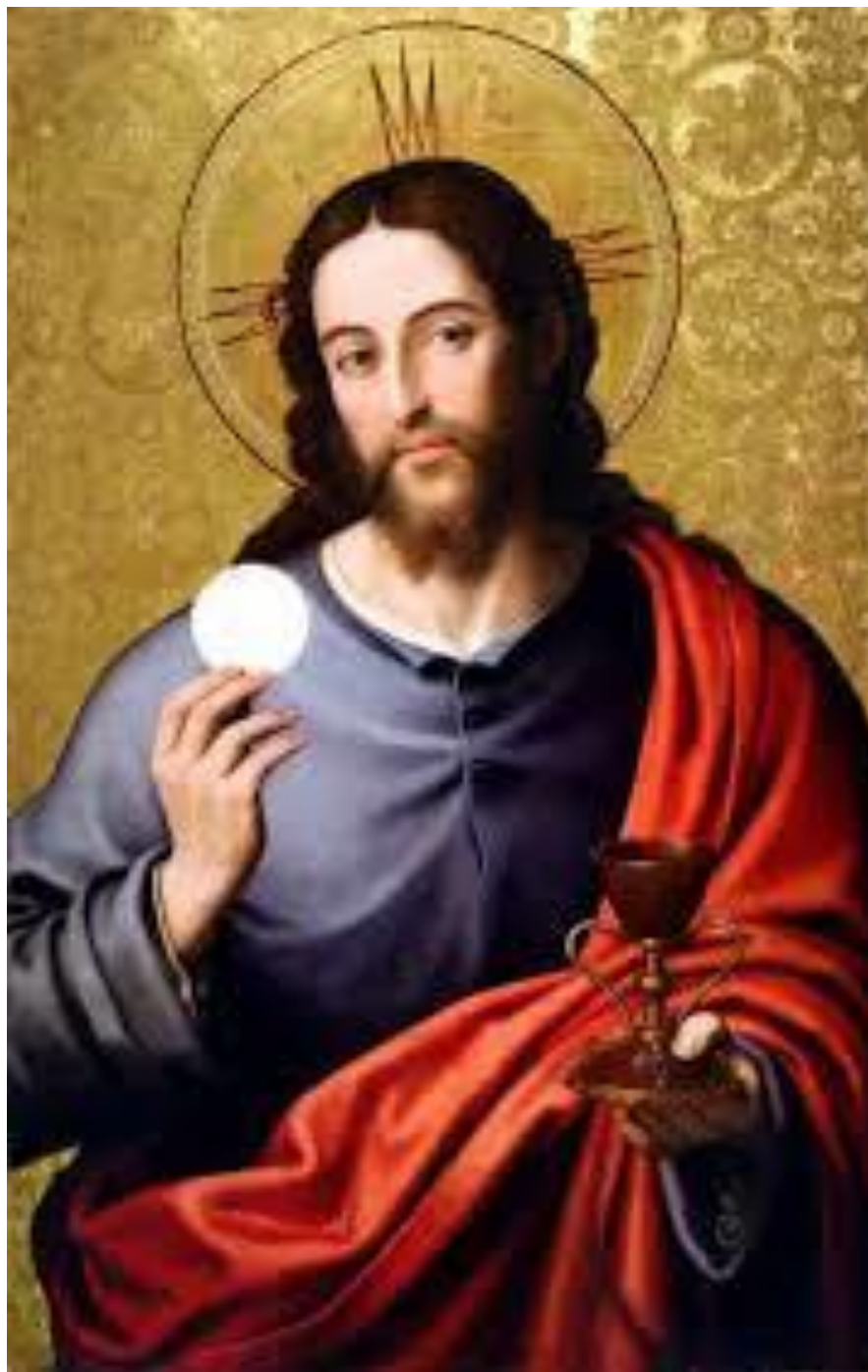


AUGUST 4TH, 2024
18TH SUNDAY IN ORDINARY TIME



St. Ann's Catholic Church
 100 Sutherland Avenue,
 Quesnel, B.C. V2J 2J5
 Phone: 250-992-2422
 Email: stannsquesnel1@gmail.com
 Web: www.stannsquesnel.org
 Pastor: Fr. Emmanuel Onumadu

St. Ann's Catholic School
 Phone: 250-992-6237;
 Web: www.stannsschool.ca
principal@stannseseagles.com
 Principal: Tara Maurin-Milley

Sunday Mass Times:

Sun. 10am

Weekday Masses:

Mon—Sat 9am;

Reconciliation:

9:15—9:50am Sunday

& by appointment.



LAST SUNDAY'S DONATIONS: \$2,712.45

Mass Times and Intentions:

Mon 5	9 AM	Fernando & Cher	Fri 9	9 AM	+Geraldine Vachon
Tues 6	9 AM	Kea St Paul & family	Sat 10	9 AM	+Members of the Knights of Columbus
Wed 7	9 AM	Alexi Howe	Sun 11	10 AM	St. Ann's Parishioners
Thur 8	9 AM	Kea St Paul & family	Aug 6 th : Transfiguration; Aug 8 th , St Dominic; Aug 10 th , St. Lawrence		

Ministry Schedule: 19th Sunday in Ordinary Time Aug 11th 10 AM

Readers	L. CANUEL & S. MACDONALD
Eucharistic Minister	M. MCKENZIE
Music	M. VAN DEN ELZEN
Ushers	CWL MEMBERS



Request for Prayers:



Judy	Blaine	Lorraine	Keith	Tex	Bonnie
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And all those in our parish and in our community, who are in need of prayer, especially those shut in.



Catholic Independent Schools Kamloops Diocese

635A Tranquille Rd Kamloops BC V2B 3H5 250-376-3351 hr@ciskd.ca

St. Ann's Catholic School Quesnel, BC

1.0 FTE Office Manager

St. Ann's Catholic School is located in Quesnel, BC. The school enrolls approximately 120 students from Kindergarten to Grade Seven. For the 2024 – 2025 school year, St. Ann's Catholic School is seeking a Full-Time (5 days/week) Office Manager. This position will commence August 19, 2024. The Office Manager is a member of the office support team. Under the direction of and working in harmony with the Principal and other personnel, the Office Manager possesses the responsibility for the management of the school office. The Office Manager is responsible for ensuring excellent communication between community members, providing positive service experiences to office visitors, and contributing to an efficient workflow in a busy atmosphere.

Duties include and are not limited to:

- Manages school opening (Aug/Sept) and school closing (June/July) procedures and correspondence
- Maintains schedules and student attendance records
- Maintain inventory of office supplies and order, as required
- Greet parents and visitors cordially and direct them to appropriate personnel
- Ensure account payables are processed in a timely manner
- Manage collections and reimbursements
- Handle sensitive information in a confidential and professional manner

Qualifications:

- High School diploma (required)
- Certificate in office management or vocational training as a secretary is preferred
- Five years of office and/or bookkeeping experience is preferred
- Previous experience in a school office setting is an asset
- Demonstrate proficiency with Microsoft Office Suite, Google Suite, and other applicable software, such as Student Information System software (MyEdBC)
- Demonstrate a high attention to detail and is highly organized
- Demonstrate excellent communication skills, both written and verbal
- Demonstrate an awareness and appreciation for diversity
- Demonstrate the ability to be flexible and adaptable with skills in critical thinking and planning
- Demonstrate the ability to work as a team player
- Demonstrate the ability to work with short deadlines

For further information about this position, please contact the School Principal, Tara Milley: principal@stannseagles.com or phone at 250-992-6237 Interested INTERNAL candidates should submit a cover letter noting their experience, an updated Pastoral Reference Form and resume. Please include the contact information of two (2) current professional references (one of which is from an immediate supervisor).

Interested EXTERNAL candidates should submit:

- a cover letter noting their experience, commitment to and philosophy of Catholic education;
- a CISKD Support Staff application form along with its required supportive documentation; and
- a Confidential Pastoral Reference Form partially completed by the applicant before sharing it with the Catholic pastor for completion and submission to CISKD

The CISKD Support Staff application form and Confidential Pastoral Reference Form may be obtained from www.ciskd.ca/ca-reers. Please note that the Confidential Pastoral Reference Form is sent directly from the pastor to hr@ciskd.ca. Completed applications with supporting documentation shall be submitted electronically in one PDF file to the CISKD Superintendent of Schools, Mr. Christopher Yuen, at hr@ciskd.ca. We thank all applicants in advance, however only those shortlisted will be contacted.

PARISH OFFICE CLOSED FOR BC DAY AUGUST 5TH

**PARISH OFFICE CLOSED MONDAY AUGUST 12TH
TO FRIDAY AUGUST 23RD FOR SUMMER HOLIDAYS.
FATHER STILL AVAILABLE.**