



Secretary to CSNA(UK) Committee

The Christian Science Nursing Association (UK) is seeking a Secretary.

We are seeking a dedicated Secretary to become a crucial part of our passionate team. In this role, you will play a pivotal role in ensuring the smooth functioning of our Committee by utilising your administrative skills, computer skills, and creativity.

Skills:

Candidates should have administrative experience and good IT skills, including knowledge of Google Docs and Facebook. As a remote worker you should be comfortable working autonomously, managing your own schedule effectively to fulfil the work of the committee in a timely manner.

Key Responsibilities:

The role entails attending and taking minutes at committee meetings, efficiently sorting, prioritising, and responding to incoming emails and messages to ensure effective communication and organisation and liaising with the Treasurer for payments and invoicing. As Secretary you liaise closely with the Conference Coordinator and funding agencies in preparation for conferences and other events. Creation of the quarterly newsletter, passing items for our website to the website administrator and posting items on our Facebook page are also important facets of this role.

The role is a part-time paid, self-employed position, and averages about 10 hours per week.

If you wish to apply for this post, please send a CV to csnauk.info@gmail.com

Deadline for applications: **November 12th 2023**