



Presbytery of Yukon

August 16, 2019

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Prayer Requests



Rev. Britt Johnston
and family in the
death of his father in
July.

Stay Connected



Visit Our Website:
www.PBYukon.org

The Presbytery of Yukon is Hiring

The Presbytery of Yukon is looking to hire a part-time administrative assistant to begin as soon as possible. Under the direct supervision of the Executive Presbyter, this position provides administrative and secretarial support for the Executive Presbyter and Presbytery office. In addition to typing, filing and scheduling, performs duties such as coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

A high school diploma and one year of administrative experience is required, with an Associate's degree and two years of related experience preferred.

This is a part-time position. Work is Monday through Friday, 10:00 a.m. to 2:00 p.m. Position may be expanded later to 10:00 a.m. to 3:00 p.m.

For more information, including a full list of job duties, or to apply for the position, please contact the presbytery office at 907-276-0914 or office@pbyukon.org.

Next Presbytery Meeting In October

The next presbytery meeting will be held October 11-12, 2019 and hosted by New Hope Church in North Pole, Alaska.

Churches: If you haven't already, please get us your Elder Commissioner information for the meeting as soon as possible. Thanks!

Attention College Parents and Students

University Community Presbyterian Church is just beneath the University of Alaska at Fairbanks on College Road. We are a welcoming church full of diverse people from all over Alaska and the world. We would like to welcome your children attending UAF to join us on Sunday mornings, that we might get to know them and become their family away from family. Please let us know who you have in Fairbanks and how we might serve them.

**Supervisory
&
Non-supervisory
positions available in
ALASKA**

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The U.S. Census Bureau is an Equal Opportunity Employer

Mark Your Calendars

**October 11-12,
2019**

Our Next Presbytery Meeting

Location: New Hope Church, North Pole, Alaska

Presbytery of Yukon - 616 W. 10th Avenue, Anchorage AK 99577 - 907-276-0914