



PARISH ADMINISTRATOR JOB SUMMARY

The Parish Administrator is responsible for managing a welcoming, efficient parish office environment where information is easily available, communications are clear and timely, and facilities are safe, clean, and well-functioning. This position contributes to a positive working atmosphere in a team-based setting, supporting the parish through duties that include:

- Working with the worship, livestream, and communications teams to deliver worship service information through both print and technology (social media and livestream)
- Ensuring that buildings and infrastructure (including technology) are well maintained, and problems are addressed when they occur
- Managing rentals to optimize income while facilitating smooth administration of parish programs

Skills & Qualifications needed for position:

- Customer service and receptionist experience
- Excellent interpersonal, communications and writing skills
- Experience with Windows-based software, with strong skills in Outlook, Word and Excel, social media, and SharePoint
- Efficient time management skills and a high level of flexibility, efficiency, productivity, and accuracy
- Ability to maintain confidentiality of information

Responsibilities:

The primary responsibility is to efficiently oversee and manage operations at St. Luke's and to assist the Incumbent and Wardens in the administration of the parish. Note that previous knowledge of the Anglican Church is not required for this position but should be acquired over time. Duties include but are not limited to reception, clerical, record keeping, facilities management, and managing and assisting with technology. Examples are:

Clerical and Reception

- Answer and return telephone calls, mail, and emails; greet and assist parishioners and visitors
- Prepare and print documents such as the service outlines, bulletins, readings, and AGM reports
- Work with Incumbent to coordinate weddings, funerals, and baptisms; prepare service materials
- Supervise use of the printer/photocopier, order supplies, organize maintenance/service calls
- Manage short term rentals and monitor rental contracts
- Assist in compiling information and producing reports for Parish Council and the Executive team

Technology

- Manage office equipment maintenance; assist in managing leases and contracts
- Assist with updates to the website and social media platforms, request and input Vimeo codes

Facilities

- Manage cleaning staff, ensuring facilities are clean and well-maintained
- Ensure the buildings and grounds are maintained; make service calls as needed/directed
- Ensure that the building maintenance and security contracts are reviewed and renewed

Financial

- Work with parish bookkeeper and Treasurer to maintain electronic parish records; assist with financial communications and reporting
- Perform some basic bookkeeping tasks (process expense forms, prepare cheque requisitions, record deposits) while working closely with the parish bookkeeper, Treasurer, and envelope secretaries.

Part-time hours: 25 per week (Monday – Friday). Office hours are 9 to noon. Other two hours to be worked before or after the office opens.

Expected start date: 2023-10-16

Salary: \$23.00 per hour

Benefits: Company pension, dental care, disability insurance, extended health care

Deadline for submission of applications is Friday, September 22nd.

To Apply: Please forward a cover letter and resume to: hr@stlukecedarhill.ca