



**St Georges Memorial**  
 Anglican Church Oshawa

**Job Posting & Description**  
**Parish Administrator – St. George’s Memorial Oshawa**

**At-a-Glance Position Details**

<b>Title:</b>	Parish Administrator	<b>Remuneration:</b>	\$21,000/yr. to \$25,000/yr.,
<b>Time:</b>	Approx. 24 hours per week		based on relevant experience
<b>Term:</b>	1 year, leading to permanent	<b>Start Date:</b>	September 3, 2024, or earlier if mutually agreeable.

**Parish Description:**

St. George’s Memorial Church is a downtown community church serving and praying with our neighbours from all over the city. Our parish is a caring, Christian community within a welcoming church that provides Christian learning for life, an inclusive, participatory style of worship, an inviting church environment and a vibrant outreach ministry. The parish community exists to worship God and proclaim Christ, to minister and to help people grow in fellowship and faith.

**Position Description:**

The Parish Administrator works closely with the parish priest and parish leadership teams in planning and carrying out the day-to-day operations and administrative tasks for the parish. This includes administrative support in the parish office, serving as the main contact person for people engaging with the church office, managing the parish calendar, and assisting in the digital and traditional communications of our parish. As the first person visitors meet, this position requires a person who will provide a warm and welcome experience to all who visit and/or call St. George’s home. This is an in-person position.

**Responsibilities:**

- Serves as a first point of contact for parishioners, renters, vendors and other individuals looking to engage with the church office, priest, wardens & staff.
- Provides administrative support to clergy, staff, wardens and parish groups including typing, photocopying, mailing, preparation of materials for weekly worship and other administrative needs.
- Handles all incoming and outgoing mail including email. Organizes, prioritises and directs mail and email to the appropriate individual(s).

- Is responsible for the office budget and all necessary office administrative expenses. Maintains adequate inventory of regular and seasonal office supplies.
- Provides orientation for new staff and volunteers and periodically trains staff and volunteers in the use of appropriate office equipment and procedures.
- Maintains and updates parish schedules, calendars, records, registries, parish manuals and brochures as well as rental and licensing agreements.
- Maintains and updates internal information sites, website and social media pages (such as Facebook) and supports continuous improvement in our internal and online information.
- Consults regularly with the priest and wardens concerning the affairs of the parish and maintains communication with the Synod office and other church groups.
- Manages the distribution and tracking of church keys.
- Posts required workplace and Diocesan information and keeps the information neat and up to date.
- Is responsible for other administrative-related duties that in consultation and agreement with the parish priest and/or wardens may emerge from time-to-time.

#### **Who are we looking for:**

Our ideal candidate:

- Works well independently and with others.
- Is pastorally sensitive to all who enter the parish office or seek ministry over the telephone.
- Exhibits above average communication skills, both verbal and written, as well as excellent interpersonal skills.
- Demonstrates excellent skills in Microsoft Office Suite including Word, Excel, Publisher, PowerPoint and Outlook as well as Google workspace programs and cloud-based programs. Knowledge of QuickBooks is an asset.
- Is comfortable with simple accounting.
- Exhibits good organization and time management skills and an ability to multi-task and establish priorities.
- Exhibits strong record-keeping and documentation skills.
- Is experienced in a volunteer environment.
- Demonstrates an ability to use online tools or platforms to perform duties and improve productivity. Knowledge of Anglican Diocesan policies and contacts is an asset.

#### **Qualifications:**

- Post-secondary education in a relevant field.

- Computer training or equivalent experience. Excellent skills in Microsoft Office Suite including Word, Excel, Publisher, PowerPoint and Outlook and social media.
- 2-3 years of prior secretarial/office experience preferred or reception, administrative and/or customer service experience.
- Fluent in English with excellent communication skills, both written and spoken.

#### **Other terms & details**

- St. George's is committed to the Diocese of Toronto's Screening in Faith policies. This position is categorized as high-risk and requires a criminal record check and participation in the diocesan screening in faith policy training program to be completed as terms of employment.
- This position is available for a start-date of September 3, 2024, or earlier if mutually agreeable.
- Compensation is to be determined based on relevant experience, with a base salary of \$21,000/yr. to \$25,000/yr. and includes three weeks paid holiday.
- Hours of work: Monday - Thursday 10:00 am to 3:00 pm. Friday 10:00 am to 2:00 pm.

#### **Application Details**

If this position is of interest to you, your application or inquiries are welcome! Please submit your CV, along with two professional references, to [churchwardens@stgeorgesoshawa.org](mailto:churchwardens@stgeorgesoshawa.org). Applications will be considered through July 26, 2024.

Only successful applicants will be contacted.