

Parish Administrator

The Church of St. John the Evangelist, Thorold

St John's Anglican Church is seeking a competent and caring person to fill the position of Parish Administrator commencing October 2, 2017. This is a 1 year contract with renewal expected.

Position Summary: The administrator will ensure the efficient working of St John's parish office and will work directly with the Rector, Wardens, other staff and volunteers.

This position requires grace under pressure, the ability to manage multiple tasks and the willingness to joyfully embrace the vision and values of the greater church. A positive attitude and strong interpersonal skills are required. He/she must be self-starting, organized and able to plan ahead.

The successful candidate must have knowledge and experience working with various software packages such as Microsoft Word, PowerPoint, and Excel. A background with Apple software is an asset.

This is a salaried position (paid monthly) for 15 hours (3 mornings per week, minimum, to be negotiated upon hiring). Salary is commensurate with experience and the position is subject to a 3 month probationary period.

A vulnerable sector police check is required.

Responsibilities:

Respond to phone calls, emails, and in-person enquiries. Distribute all mail. Greet and assist visitors.

Publish, print and fold weekly service bulletins, and all special bulletins as required.

Maintain church calendar (services, events and special occasions).

Direct requests for information or pastoral needs to the appropriate person.

Handle enquiries for room rentals by outside users: book space, monitor usage and payment received.

Update and maintain parts of the church website based on input and advice from clergy and Wardens.

Prepare emails to congregation.

Ensure that office equipment and supplies are maintained.

Request and collect reports, prepare and print the annual vestry report.

Attend annual vestry meeting, ensure attendance is recorded and take minutes.

Maintain an accurate database of all parishioners and their families.

Support building security by liaising with key holders, alarm company, etc.

Perform other job related duties as required.

This staff position is often involved in sensitive situations and the handling of privileged information which requires discretion. He/She must maintain confidentiality, when dealing with these pastoral and congregational-related issues.

Please submit your cover letters and resumés to jobs@stjohnsthorold.com by September 5, 2017. All applications will remain confidential and only those asked to be interviewed will be contacted.