

## Office Administrator Required

*St. Columba Anglican Church. St Catharines, Ontario is a growing and dynamic faith community placing Christ in the Centre of All Things and following the mission of the Church in faith formation and outreach.*

*We are seeking an experienced Office Administrator for the church office on a part-time basis, providing secretarial, bookkeeping and schedule co-ordination under the day-to-day supervision of the Rector, and accountable to the Wardens of St. Columba Anglican Church. The Rector and the Wardens of St. Columba Anglican Church form the Corporation of St. Columba, a parish of the Anglican Diocese of Niagara.*

*St. Columba's Anglican Church welcomes and encourages application from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

Purpose/Parameters of the Position:

- Secretary to the Rector
- Assist with the the day-to-day financial business of the parish such as on-line banking, paying of bills and record keeping
- General office administration and responsible for secretarial duties
- Maintain and update church calendar of events/services, etc.
- Prepare bulletins for all occasions
- Coordinate and facilitate Hall Rentals to completion
- Coordinate police record checks for volunteer and staff positions
- Keep and up date parish data base and records
- Provide minutes for church meetings
- Other Duties as assigned by Rector

Experience:

- Office Administration experience preferred (3-5 years), others will be considered

Essential Skills:

- Strong computer skills with intermediate to advanced in Microsoft Office Suite
- Bookkeeping and financial knowledge and experience an asset

Essential Inter-Personal Skills/Competencies Required:

- Proactive in helping with planning and prioritizing church event schedules
- Excellent communication and time management skills
- Ability to work with others or independently to meet goals and fulfill required tasks
- Open, friendly, helpful attitude toward staff, parishioners, visitors and volunteers
- Innovative and good problem solver

Term/Hours:

Part-Time, 16 hours a week. One (1) year renewable contract upon mutual agreement with 90-day probation period at beginning of initial contract acceptance

Risk Assessment: High

A current clear Vulnerable Sector Police Record Check (PRC) is required for this position.

Salary: \$17.00 per hour

If this sounds like you, please send Resume/Curriculum Vitae and Cover Letter offering your gifts, talents, and examples of qualifying work experience to:

**[saintcolumbastcatharines@gmail.com](mailto:saintcolumbastcatharines@gmail.com)**

Applicants invited to interview will be required to bring two references at time of interview, including contact information. The deadline for receiving applications will be May 13, 2019.