

ST. THOMAS À BECKET ANGLICAN CHURCH

Mississauga, Ontario

JOB POSTING

St. Thomas à Becket Anglican Church is looking to fill the Part-time, permanent position of **Office Administrator**, reporting to the Church Wardens and Rector of the Church. Interested applicants should email resume with cover letter to **Rev. David Matthews at david@stthomasabecket.net**. St. Thomas à Becket Anglican Church recognizes diversity and inclusion in its congregation and workplace. All persons are encouraged to apply to the position. While it is not necessary to be a practicing Anglican to apply to this position, a strong knowledge of Anglican ministry and the Anglican Church are necessary to complete the requirements of this position.

Primary Job Description:

Under the general direction of the Church Wardens and the Rector of the Church, the primary function of this position is to oversee all activities of the Parish office, provide secretarial and administrative assistance to the Rector and other pastoral staff, church officers, and to assist the Treasurer and Envelope Secretary in bookkeeping tasks.

The Office Administrator will provide a welcoming, confident and positive environment for all visitors of the church. The Office Administrator is to provide support for all activities of the church, which may include the leadership of various ministries.

Job Duties:

- Prepare, proofread and print weekly bulletins.
- Church communications
- Maintain effective telephone communications and interactions with office/church visitors
- Maintain the efficient flow of church correspondence and information
- Maintain up-to-date Parish List/database
- Record Keeping
- Health and Safety
- Manage the church schedule
- Order office supplies
- Preparation of payroll and miscellaneous bookkeeping

Qualifications:

- High school graduate or equivalent work-related experience
- Minimum 3 years' experience as an administrative assistant or related employment
- Computer skills are required. MS Windows, Word, Excel, PowerPoint, some accounting software, etc.
- Typing speed 45 WPM (minimum) with accuracy.
- Proficient in the use of basic office tools: copy machine, computer, printers, etc.

- Strong administrative and organizational skills and the ability to work independently without immediate supervision.
- Excellent command of the English language – able in both spoken and written communication. Good command of English composition and grammar.
- Demonstrated ability to work in a team environment.
- A Self-starter who is task focused.

Expectations:

- Discretion, a positive attitude, strong problem solving and time management abilities and excellent interpersonal skills are critical to the success of the Office administrator.
- The Office Administrator will protect the reputation and integrity of St. Thomas à Becket Anglican Church and those we serve by keeping confidential matters confidential.
- Exhibits a desire to continually learn new skills and abilities and grow in competence.
- Exhibits professionalism by a well-groomed appearance, a commitment to excellence, graciousness toward others, conscientious work ethic, teachability and accountability.
- Be a team player. Demonstrate a high level of trust and respect toward others.
- Is willing to work in an environment where there are times when flexibility and extra hours are required – such as during a funeral preparation, Christmas, Easter, and annual meetings. Offsetting time off is to be scheduled at times when things are less busy.

Please submit resume and cover letter to Rev. David Matthews.

david@stthomasabecket.net

TITLE	STATUS	REGULAR HOURS	REMUNERATION
Office Administrator	Part-Time, Permanent	18 to 21 hours per week	To be decided pursuant to candidate