

# Parish Administrator

St. Paul's on-the-Hill is currently looking for a new Parish Administrator.

This contracted position will commence on May 18<sup>th</sup> 2020

The part-time staff position will be three [3] hours per day Monday to Friday. From 9 am to 12:00 pm. During high seasons and Vestry a few extra hours may be required. Full hands on training provided.

- We are looking for someone with pleasant manners and telephone etiquette a person that is sensitive to all those that may telephone or drop by the parish. Someone that will make a pleasant visual impression over the telephone.
- This position also requires someone that will maintain confidentiality.
- In this position you will work closely with the Incumbent, Wardens and other staff
- We require current computer skills. Familiar with Windows 10 and Excel.
- The Administrator will maintain an accurate database. Backing up files. Clearing the answering machine and taking messages.
- Prepare and print the weekly Worship bulletin, Worship schedules.
- Handle all incoming mail and distribute as necessary.
- Print and prepare letters and envelopes for parish mailings.
- Maintain adequate inventory of regular and seasonal office supplies.
- Assist in the collection and typing of reports for the annual report.
- Inform the Sexton and Daycare of all events and parish activities.
- Attend all monthly staff meetings.
- Periodically train volunteers in the use of appropriate office equipment and procedures
- Keep an up to date data base of membership and distribute to the staff and Wardens
- Assist with the quarterly newsletter.
- Maintain a neat and welcoming parish office.
- Fill in wedding, funeral, confirmation and baptism registers and certificates under the direction of the Incumbent.

Renumeration will be based on experience \$18.00 per hour

2 weeks holiday per year not to be taken at Christmas or Easter.

If you are interested in applying for this position please speak to Rev. Fran Kovar 905- 839- 7909  
Wardens Pam Johnstone 905-683-8726  
Bruce Hampson 905-428-2607