

Church Administrator

Trinity Anglican Church, Aurora, in the Diocese of Toronto is seeking a Church Administrator to help us fulfill our mission to *connect spiritual journeys....* Our ideal candidate will ensure the efficient administration of the church office by assisting the Incumbent, Wardens, other clergy, staff and volunteers in the administration of the church and its property. All activities associated with this position must be achieved in a manner consistent with the church's mission statement, goals and objectives.

Qualifications include:

3-5 years of experience in an office environment; preferably in a supervisory capacity.

Property Management experience of a 15,000 sq foot plant.

Advanced computer skills – Word, Outlook, Excel. Publisher & PowerPoint.

Self starter, creative thinker, team player.

A good understanding of the norms, values and practices of the Anglican Church of Canada.

Ability to function in an open office environment with numerous interruptions.

Adept at problem solving and handling multiple tasks simultaneously.

Good communication skills, both verbal and written.

Ability to handle sensitive and confidential information appropriately and with discretion, demonstrating tact and diplomacy.

Able to work to a deadline in a changing environment

Able to coordinate information from multiple sources

The Office Administrator position is a 35 hour per week position; with pension, as well as benefits subsidized on a sliding scale; with an opportunity for fewer hours in the summer.

A letter of introduction and resume accepted electronically to:
priest-trinityaurora@toronto.anglican.ca

Closing date: April 3rd, 2020

Prior to applying please review the job description on our website –
www.trinityaurora.ca.

Please note that only candidates who are selected for an interview will be contacted.