

St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.

St. Clement's is seeking an **Administrative Assistant** to replace the current staff member during her maternity leave.

If you have amazing computer skills, fantastic organizational and planning abilities, enjoy working on a variety of projects, are detail oriented, are a strong team player with excellent communication skills, and enjoy interaction with people, this position will be of great interest.

Position Title: Administrative Assistant

Purpose of the Position: To provide administrative support to enable the flourishing of our vision, mission and values.

Duties and Responsibilities:

- Develop Sunday Services documents using a variety of platforms, such as print and digital presentation slides for both in-person and digital online worship
- Maintain data base and produce requested information for staff and committees
- Provide admin support for the Rector's projects, especially the Strategic Plan
- Maintain statistics, charts and metrics to support various Parish initiatives, such as the Strategic Plan
- Support preparations for numerous Parish events, "eg. Christian Education"
- Provide support to the church staff team through preparing documents such as staff meeting materials, staff calendars, phone lists, etc.
- Manage Parish communications via mail and mass email
- Prepare Parish and Diocesan annual documents, such as the Vestry report and Annual Return
- Maintain office equipment (telephone, photocopier)
- Provide administrative support for weddings, funerals, and baptisms
- Frequently provide the first point of contact for St. Clement's parishioners and the public by responding to email, phone and in-person enquiries
- Assist the Manager of Finance & Administration with projects, when required
- Other duties as assigned

Skills, Knowledge and Experience Required:

- Passionate about administration and supporting a dynamic staff team and a large and active Parish
- Strong computer skills including proficiency with Google Workspace, Microsoft Office 365, Constant Contact
- Knowledge and experience working with databases. Our current one is PowerChurch.
- Fantastic organizational and planning skills with the ability to manage multiple priorities
- Strong written & spoken English communications skills
- Excited about collaborating with a strong team
- Independent contributor with a keen attention to detail

- Self-starter with proven ability to work to deadlines

Terms:

- Compensation package: competitive salary, pension and benefits.
- 30 hours per week maternity leave coverage.
- Due to restrictions related to Covid19, the successful candidate must be able to work both in office and at home as mutually determined in advance
- This position reports to and works closely with the Manager of Finance & Administration and the Rector

If you are interested in this position, please submit your cover letter and resume to the Rector at hr@stclements-church.org.

The application deadline is May 28, 2021. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted. St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.