

Church of St Timothy

Job Posting – Parish Administrator

Purpose of Position

St Timothy's is an active congregation in North Toronto looking for a person with outstanding personal and administrative skills to support its ministry on a full time basis. The Parish Administrator is a first point of contact for many visitors to the church. The Administrator is responsible for overseeing the efficient administration of church operations while supporting the ministry of the church by assisting the clergy, staff and churchwardens. All activities associated with this position must be carried out in a manner consistent with the mission and ethos of St. Timothy's.

Major Responsibilities

- welcome people during the week, responding to phone calls, emails and in person enquiries. The intermittent nature of visitors and inquiries will require the Parish Administrator be interrupted during administrative tasks in order to greet and assist people.
- publish weekly Sunday worship bulletin and all special worship services as required
- maintain the church space calendar ensuring that all church events have space allocated informing the sexton as required
- be the prime contact for space rentals by outside user groups: handle inquiries, book space, monitor usage and payment, ensure appropriate insurance is in place, prepare and process License Agreements, informing the sexton
- update church website and social media
- prepare weekly/occasional emails to the congregation
- ensure that office equipment and supplies are maintained
- collect reports, prepare and print the annual vestry report.
- attend all weekly staff meetings.
- maintain a neat and welcoming parish office.
- open and route mail; distribute electronic correspondence appropriately
- in conjunction with the Envelope Secretary, keep an accurate database of parishioners.
- perform other job-related duties as assigned

Required Skills

- proficiency in Microsoft Office suite (Knowledge of Quickbooks will be an asset)
- proficiency in basic social media programs like Facebook & Instagram
- proficiency in Wordpress and email marketing program software
- familiarity with Anglican liturgy is an asset
- excellent administrative and organization skills
- a people person with a cheerful manner and diplomatic people management skills

- able to handle confidential information with discretion
- a self starter; be able to see what needs to be done and do it and work with minimum supervision

Compensation

Reports to the Rector. This is a full time position, 5 days per week. Office hours are 8:30am to 4:30pm with a thirty-minute lunch break. This position will require a police background check. It is subject to a probationary period of 6 months. Salary commensurate with experience.