



Parish Administrator Wanted (Part-Time)

The Parish of St Margaret New Toronto (Anglican) is a vibrant and growing Christian community, rich with diversity and overflowing with life. We are becoming a community hub for essential services, community engagement and care in South Etobicoke. Reporting to the Priest and working in collaboration with church officers, the Parish Administrator will oversee the management of church office, property and relationships with congregation, licensees/partners and the general public. The Property Administrator provides a warm, welcoming and supportive presence for those who call, visit, work, volunteer or worship on the church property and ensures that St Margaret is managed in a professional and efficient manner.

Key Responsibilities:

Manage Licensee (Rental) Agreements: Manage building rental agreements (licensee agreements), schedule and billing; including making sure insurance certificates are up to date; maintain relationships with partners/licensees and all users.

Supervise Cleaning Staff: Supervise p/t cleaning staff and ensure building is clean and in good state of repair; manage schedules, ensure timesheets are approved; oversee contractors and vendors; ensure all staff, volunteers, vendors are in full compliance with Church policies, health and safety, etc.

Financial: Post accounts payables, receivables, contributions and rental income; develop systems to ensure safekeeping and tracking of funds received via multiple sources: online, mailbox, envelopes, etc.; record donations and prepare reports as requested; issue cheques; bank reconciliations; payroll and annual tax receipts.

Administration and Communication: overall office management, record management; develop flyers, bulletins, reports, PowerPoint and other promotional materials; manage supplies and inventory; provide support to church groups and events; update social media accounts.

Skills, Experience and Qualities Required: strong administrative and advanced computer skills; demonstrated customer service, interpersonal and people management skills; supervisory and property management skills, basic accounting/bookkeeping skills; competency in working in an anti-oppression environment and with marginalized groups; proven communication, writing skills and familiarity with social medias; compassionate, caring, pleasant, flexible and approachable; strong conflict management skills, patience to manage interruptions; ability to multi task.

Terms of Work: 20 hours per week; 2 weeks of paid vacation after the first year of employment; flexible hours, some evening and weekend work will be required. \$22-\$25 hourly rate, depending on experience.

The successful candidate must pass a vulnerable sectors police check, be fully vaccinated and eligible to work in Canada. Email resumes to: Parish Selection Committee: cw-stmargaretnewtoronto@toronto.anglican.ca by **February 28th, 6PM**. *We thank all applicants for their interest. However, only those selected for interviews will be contacted. No phone calls please.*