

Church of The Holy Wisdom, Scarborough

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Parish Administrative Assistant (25-30 hrs/wk)

The Church of Holy Wisdom, Scarborough (“CHW”) is in need of a permanent part-time Parish Administrative Assistant. This person will ensure the efficient administration of the church office, assisting the Priest-in-Charge/Incumbent, the Wardens, the Treasurer and head of committees with administrative tasks in support of the ongoing activities of the church.

Position Summary: This position is responsible for overseeing the church’s office. Organizing information, ensuring that accounts receivable and payable are processed timely as required by the treasurer communicating information relating to the church calendar and building usage, and keeping day to day operation at The Church of the Holy Wisdom organized and clear. Confidentiality is a must.

Administrative

1. Be courteous, professional, and pastorally sensitive with all who seek assistance in person at the church office or over the telephone;
2. Set up weekly phone greeting and manage voicemail messages;
3. Open incoming daily mail and respond as required;
4. Assist Priest-in-Charge/Incumbent and wardens with typing, photocopying, mailing and other administrative needs such as setting appointments, writing letters and filing.
5. Work closely with and support the Priest-in-Charge/Incumbent to produce the weekly Sunday worship bulletin and seasonal worship service bulletins as required;
6. Maintain an up-to-date parish list, calendar and service schedule;
7. Email campaigns and newsletter;
8. Print and prepare letters and envelopes for parish mailings (4-6 times per year);
9. Order and maintain inventory of regular and seasonal office supplies, and assist church groups in ordering, receiving and updating materials;
10. Maintain booking parish activities, space rentals, payments, insurance requirements, and

notify and update Sexton of all events and parish activities;

11. Post bulletin board materials and keep the board neat and up-to-date;
12. Assist in back-up of computer files for archival storage;
13. Attend at Board of Management/ Corporation and all related meetings and take the minutes as required;
14. Assist in the collection and preparation of annual reports for the vestry report;
15. Assist the Parish Treasurer as directed.

QUALIFICATION

1. Proficient with technology including Microsoft Office, Word, PowerPoint, and Excel;
2. Required experience in bookkeeping using QuickBook;
3. Experience working in faith-based and/or a non-profit setting with volunteers;
4. Confidentiality, sensitivity, and professionalism is essential;
5. Able to work pro-actively and independently;
6. Willingness to work with deadlines that arise with the weekly and seasonal nature of church worship and life;
7. There will be an initial three-month probation period;
8. Performance evaluation will take place annually.

Hours: 25-30 per week, with some increase possible depending on the evolving public health situation; some work may be done remotely, subject to agreement.

Compensation: \$23.00 - \$25.50 per hour

Closing Date: April 4, 2022

Benefits: To be determined

The successful candidate will be required to complete the diocesan "Screening in faith" process, which includes a sexual misconduct workshop, a current police check and every three years after.

