



## **Director of Parish Operations Church of the Redeemer**

The Church of the Redeemer is a diverse, progressive, and inclusive Christian community located at the corner of Avenue Road and Bloor Street in Toronto. We seek an individual with superior management, interpersonal and communications skills and a background in faith-based communities to become our Director of Parish Operations, reporting to the senior clerical leader of the Church. The Director of Parish Operations (“DPO”) will be a key member of our staff team, responsible for overseeing the day-to-day operations of our Church, including facilities and property management, office services, and the human resources of the parish.

The principal duties and responsibilities of this full-time position include:

- Overseeing the day-to-day management of the Church including the hiring and supervision of administration and facilities staff in consultation with clergy and lay leadership of the Church
- Encouraging effective working relationship between clergy, staff and volunteers
- Providing HR expertise and maintaining Human Resources Policies and Procedures that reflect best practices.
- Ensuring compliance with all legal and financial requirements of the Anglican Diocese of Toronto and the Governments of Ontario and Canada;
- Assisting with the annual preparation of the Church budget and supervising donations management.
- Overseeing the Church computer network, phone system, and security system;
- Supervising facilities and property management including rentals.
- Overseeing the production of parish marketing publications and the maintenance of the parish website, on-line communications, and outdoor signage.

Note: If the successful candidate is ordained clergy, opportunities for sacramental and liturgical participation in the life of the community can be discussed with the senior clergy leader,.

The successful candidate will have solid management experience, including management of direct reports; strong project management, financial management, problem-solving, and time management skills; the ability to provide leadership, manage, motivate, and evaluate team members within a collaborative working environment; the ability to work proactively, both

independently or as part of a team; and the ability to manage a diverse set of responsibilities and priorities. Experience with a faith-based community and knowledge of Anglican culture, traditions and liturgy is preferred.

A police reference check will be required of the successful candidate.

Interested candidates should submit a cover letter and resume in one file by email to [HumanResources@theredeemer.ca](mailto:HumanResources@theredeemer.ca) no later than 4 pm on Monday April 19,2022. We thank everyone for their interest in this position. However, only those candidates invited to interview with us will be contacted.

The Church of the Redeemer is committed to providing accommodation for people with disabilities.