

CHURCH PARISH ADMINISTRATOR

Summary:

Holy Trinity Church is an Anglican Parish in the heart of Thornhill, located steps from Yonge St. The Parish Administrator works as part of the Administrative team in supporting the mission of the Church to provide day-to-day support to the church, with special focus on assisting with internal and external communications. The position reports to the Incumbent but also takes guidance from the Wardens and the Associate.

The Administrator will be paid commensurate with experience for 30 hours per week on average (with flexibility, recognizing that Christmas and Holy Week will require extra hours as needed) paid monthly, as salary. Included will be 3 weeks paid holidays and 10 paid sick days. Optional participation in National Church Lay Benefits Programs is available.

Description:

Qualifications

- Superior interpersonal, time management and organizational skills.
- Proficiency with the Microsoft Office suite of programs
- Proficiency with mass email software programs such as *Mailchimp*
- Ability to work independently and with others
- Related experience preferred

Administrative and Ministerial Team Support

- Maintain database of church roll
- Routine filing of paperwork
- Provide administrative support to members of the Team
- Distribute mail daily
- Manage room bookings for internal staff, groups and rentals
- Manage legal church records of baptisms, marriages and deaths/burials
- Maintain office supplies on behalf of all staff

- Manage photocopier, postage machine and assist staff with computer matters
- Co-ordinate the maintenance of office equipment
- Other related duties

Communications:

- Prepare Sunday bulletins under the direction of the Incumbent or the Associate
- Answer the phone and respond appropriately, forwarding to other staff as appropriate
- Prepare regular activity calendars using appropriate tools
- Receive messages from the Church's general email accounts and redirect as appropriate
- Update social media channels including the website, weekly with current content which has been derived from other information of given by content providers
- Update electronic sign weekly
- Change greeting on phone system as required
- Maintain accurate/current lists of Board & Committee members
- Maintain accurate/current emergency staff contact info
- Co-ordinate all congregational mailings by Canada Post/email