



St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.

St. Clement's is seeking an **Administrative Assistant** to join our incredible team.

If you have amazing computer skills, fantastic organizational and planning abilities, enjoy working on a variety of projects often with competing deadlines, are detail oriented, are a strong team player with excellent communication skills, and enjoy interaction with people, this position is for you!

Position Title: Administrative Assistant

Purpose of the Position: To provide administrative support to enable the flourishing of our mission, vision, and values.

Duties and Responsibilities:

- Act as a first point of contact for St. Clement's parishioners and the public by responding to email, phone and in-person enquiries
- Develop Sunday Services documents using a variety of platforms for in-person and on-line worship
- Maintain database and produce requested information for staff and committees
- Maintain statistics, charts and metrics to support various Parish initiatives
- Support preparations for numerous Parish events (e.g., Christian Education)
- Provide support to the church staff team through preparing documents such as staff meeting materials, staff calendars, phone lists, etc.
- Manage Parish communications via mail and mass email
- Prepare Parish and Diocesan annual documents
- Maintain office equipment (VoIP telephone system, photocopier)
- Provide administrative support for weddings, funerals, baptisms, and confirmations
- Oversee office volunteers
- Assist the Manager of Finance & Administration with projects, when required
- Other duties as assigned

Skills, Knowledge and Experience Required:

- Passionate about administration and supporting a dynamic staff team and a large and active Parish
- Strong computer skills including proficiency with Google Workspace, Microsoft Office 360, Constant Contact
- Knowledge and experience working with databases. Our current one is PowerChurch.
- Fantastic organizational and planning skills with a keen attention to detail
- Strong written and spoken English communications skills

St Clement's Church, Toronto

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- Independent contributor who is energized by collaborating with a strong team
- Self-starter with proven ability to work to deadlines and to manage multiple priorities
- Enthusiastic with a strong drive for excellence

Terms:

- Compensation package: competitive salary, pension and benefits.
- 30-35 hours per week
- This position reports to the Manager of Finance & Administration and works closely with our Sundays & Pastoral team

If you are interested in this position, please submit your cover letter and resume to the Rector at hr@stclementsto.ca.

The application deadline is May 26, 2023. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted. St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.