

Parish Office Manager (Worship, Membership, Stewardship, and Communication) – 20 Hours/Week

Compensation \$20-25/hour

3 Weeks paid vacation/year

Worship Portion

- Prepare print and PowerPoint for all services as directed (Sundays, mid-week, funerals...)
- Email prayers and readings to lectors and intercessors several days before a service

Membership and Stewardship Portion

- Maintain PowerChurch Membership and Contribution Modules
- Maintain up-to-date parish list and make available to staff, wardens and others as needed
- Assist with the annual Stewardship Campaign and other programs using desktop publishing as needed
- Assist incumbent, deacon and wardens as directed
- Design and print Special Offering Envelopes, tickets etc., as needed.

Communication Portion

- Together with incumbent prepare and maintain calendar
- Compose and send a weekly email update to parishioners
- Maintain the website, keeping it up to date at all times
- Update LED Signs regularly, keeping them up to date
- Manage seasonal letters and mailings
- Take minutes for Wardens' and Advisory Board meetings and Vestry meetings
- Collate, print and distribute the Annual Vestry Report
- Handle all phone calls, messages, email etc. in a timely fashion

Office Manager

- Manage office files (Bookkeeper will manage finance files).
- Maintain and manage office-related service contracts and liaise with contactors as needed (e.g. copier, internet, phones...)
- Assist incumbent, deacon, other staff and wardens as required

Property Portion

- Update and Maintain a Trades and Vendor Directory
- Create and Maintain a Maintenance & Repairs Chronology-Inventory
- Schedule Maintenance and Service Visits
- Single Event Building Use Agreements
- Building Use License Agreements
- Maintain ongoing service contracts for property-related items (e.g. Alarms, HVAC ...)

Qualifications

- Minimum High School diploma
- Experience in office management an asset
- Familiarity with programs such as Microsoft Office, PowerChurch etc.)
- Excellent communication skills
- Ability to work as part of a team
- Attention to details
- Strong organizational and time management skills