

St. Margaret New Toronto
156 Sixth Street
Toronto, ON
M8V 3A5

Operations Manager – St. Margaret New Toronto

Job Posting

The Parish of St. Margaret New Toronto is looking for an operations manager. We encourage all interested persons to apply, and to please pass this notification to anyone who might be interested. Please submit your resume and a covering letter to:

“St.Margaret.Jobs@proton.me”.

PURPOSE OF THE POSITION

St. Margaret's is an Anglican parish in New Toronto, in Etobicoke serving a diverse population with a mixture of joyous, innovative worship, loving service, and practical support. People from many backgrounds and in many circumstances find a home here. We are passionate about justice and equity; we serve those in poverty at the same time as we work to challenge the practices and structures that keep people poor. We are looking for an organized, resilient, person who can support our day to day operations and provide administrative support for our advocacy.

Under the general supervision of the Incumbent, the OPERATIONS MANAGER will ensure the efficient day-to-day operation of the parish. The OPERATIONS MANAGER will work effectively with clergy, staff, and volunteers to effectively discharge the duties of the position. All activities associated with this position must be achieved in a manner consistent with the Diocesan and parish policies and practices and must be known and adhered to, particularly the Diocese of Toronto's sexual misconduct and screening policies.

DUTIES AND RESPONSIBILITIES

To achieve this objective, the OPERATIONS MANAGER is expected to:

1. Manage license (rental) agreements including schedules; invoices; use of facility space (storage); and compliance, ensuring insurance certificates and agreements are up to date.
2. Maintain effective relationships with community partners, licensees, and all users of the facility.
3. Market and promote rental of the facility to support financial sustainability of the church.

4. Schedule and supervise cleaning staff, ensuring the facility is clean and in a good state of repair. Approve timesheets as needed.
5. Oversee contractors and vendors, managing access and ensuring anyone on site is in full compliance with Diocesan policies and health and safety guidelines.
6. Maintain schedule of facility maintenance and communicate with staff and licensees.
7. Manage facility access including keys and alarm codes.
8. Develop promotional materials & update information boards.
9. Purchase and manage supplies and inventory.
10. Prepare and distribute the annual vestry report, at least two weeks prior to the annual vestry, typically held on the last Sunday in February.
11. Manage & update website and social media accounts.
12. Coordinate volunteers for community outreach and hygiene support.
 - a) Ensure current volunteers are appropriately screened and trained.
 - b) Identify new volunteer opportunities and recruit as needed.
 - c) Ensure hygiene supplies and inventory are kept and secured for distribution during program times.
13. Coordinate food security, weekly meals, and food pantry programs in partnership with volunteers. This includes completing food handlers training and ensuring policies and procedures are being followed, developing, and promoting weekly meal schedules and monitoring weekly meal budgets.
14. Record weekly donations in donor management software database (SUMAC or other) and prepare a personalized statement of giving (for income tax purposes) for each donor at the end of the fiscal year or as requested.
15. Improve signage and stewardship of church property, upholding community standards, safety, and security.
16. Engage in parish administration support duties including:
 - a) Be pleasant for all who enter the parish office or seek ministry over the telephone.
 - b) Relay phone messages as needed to staff and volunteers. Record new greetings and information on a seasonal basis.
 - c) Read and respond to mail, email, social media inquiries and redirect as necessary.
 - d) Maintain an up-to-date donor/ parish list, calendar, and service schedule.
 - e) Prepare reports as needed or as requested.

- f) Maintain a record of church property.
- g) Assist in the preparation of annual audit and meeting minutes.
- h) Register all baptisms, weddings, funerals and prepare appropriate forms and certificates.
- i) Attend weekly staff meetings, advisory council meeting and meetings with community partners as needed.

17. Assist in other ways that will strengthen the sustainability of the Church, as directed.

TERMS AND CONDITIONS

Under the Responsible Ministry: Screening in Faith policy, this position is a high-risk ministry position. Therefore, this offer of employment is conditional upon a satisfactory background check, obtained through the Diocesan approved process. As such, prior to beginning this position, the Diocese must have obtained a copy of the applicant's criminal record check and St. Margaret New Toronto must have cleared the applicant for high-risk ministry, including successful completion of a sexual misconduct policy workshop.

The wage rate for this job will be subject to negotiation with the parish wardens; applicants should expect a rate in the range of \$25 per hour. The number of hours weekly will be an average of 25. Wages will be subject to withholdings and deductions required by law. The regular office hours are Monday (work from home), Tuesday through Thursday at the SMNT office. Some flexibility of hours is required to accommodate the variety of work load and parish activities at particular times of the year. In particular, the job may sometimes require work on a weekend day and/or evening.

The term of this job will commence on July 8, 2025, or as soon as possible after that date.