

Job Posting - Parish Administrator

St. Margaret New Toronto

St. Margaret's is a historic Anglican parish in South Etobicoke, serving the community for nearly 120 years. Our beautiful building and welcoming congregation have long been a place of worship, hospitality, and care. Today, St. Margaret's is especially known for its mission of service to the unhoused and for being a community of intersectionality - a spiritual home for people of diverse backgrounds, including LGBTQ+ individuals, racialized communities, newcomers, and those living on the margins.

We are seeking a **Parish Administrator** to join our team and help us strengthen the church's operations, ensuring that our priest and volunteers can focus on spiritual leadership and community service.

About the Role The Parish Administrator is at the heart of our parish office, ensuring that day-to-day operations run smoothly and that our mission can flourish. This role covers a wide range of tasks - from welcoming visitors, managing rentals, and coordinating communications, to supporting donor records, property maintenance, and parish events. It's a varied, meaningful role for someone who enjoys being organized, working with people, and making a real difference in the life of a community.

Key Responsibilities

- **Office & Administration:** Act as the welcoming face of the parish office; maintain parish records and databases; support priest and wardens with correspondence, scheduling, and reporting.
- **Rentals & Revenue Support:** Manage bookings for our sanctuary, halls, and kitchen; coordinate with cleaners/custodians; track rental income.
- **Parishioner & Donor Affairs:** Coordinate volunteer/ ministry projects; record donations; send thank-you letters; support stewardship campaigns.
- **Communications & Marketing:** Produce weekly newsletters; manage parish website and social media; maintain parish calendar; ensure consistent branding across all communications.
- **Property & Facilities Support:** Maintain maintenance log; liaise with contractors and service providers; track contracts; oversee cleaners.
- **Other Duties:** Attend staff meetings; support clergy, wardens, and volunteers with administrative needs; perform other duties as assigned.

Skills & Qualities We're Looking For

- Strong organizational and project management skills.
- Excellent communication skills - written, verbal, and interpersonal.
- Competence with office software (Word, Excel, email, social media, website tools).
- Initiative, flexibility, and ability to work independently and collaboratively.
- Sensitivity to a faith-based environment and commitment to confidentiality.

What We Offer

- An opportunity to be part of a parish that is both historic and forward-looking.
- A supportive environment where your work directly strengthens community outreach and spiritual life.
- Flexible part-time hours (20 hrs a week, \$25 an hour).
- A varied role where no two days are the same - from rentals and events to supporting worship and outreach.
- Compensation commensurate with experience.

How to Apply Please send your **resume and a short cover letter** outlining your interest in the role to:

stmargaretnewtoronto@toronto.anglican.ca

Applications will be reviewed on a rolling basis until the position is filled- Ideally by October 1, 2025.

Join us in building a stronger, sustainable future for St. Margaret's - a church of worship, hospitality, and hope, where everyone can find belonging.