**St. Matthias and St. Luke Anglican Church**

Diocese of New Westminster, Anglican Church of Canada

**Position Description**

**Position Title: Parish Administrator**

**Summary**: The Parish Administrator acts as the general office manager of the church office, and assists the Parish Priest, Wardens, and other Parish Staff with secretarial/clerical work. The role has a pastoral dimension because the Parish Administrator is the first person at the parish to whom people often speak.

**Responsibilities**:

*Worship Support*

* Prepare weekly bilingual (English and Chinese) worship bulletins, weekly announcements, and special service bulletins.
* Maintain parish prayer lists, including managing incoming prayer requests.

*Office Management*

* Greet visitors to the church, answer the telephone, and respond to voicemail.
* Distribute postal mail, route incoming emails, and respond to general email inquiries.
* Order and purchase office supplies and other miscellaneous items.
* Care for the photocopier and request maintenance through existing service plan.
* Assist with preparation for Parish Council Meetings and help prepare after-meeting reports to the parish.
* Collect information for and assemble the Annual Vestry Report.
* Prepare parish postal and email mailings.

*Communications Support*

* Update Web site, Facebook page, and other social media as directed.
* Arrange advertising as requested.

*Record Keeping*

* Maintain office filing system.
* Prepare weekly bank deposits.
* Assemble financial documents regularly for bookkeeper and Treasurer.
* Maintain the Parish Directory.

*Building Management*

* Schedule usage of parish facilities and liaise with building users.
* Prepare short-term rental agreements and coordinate key distribution to building users.
* Schedule routine upkeep of grounds and facilities with vendors.

*Miscellaneous*

* Maintain general tidiness of office area.
* Additional tasks as time is available and as assigned.

**Qualifications/Requirements**:

* Ability to work independently and to be a collaborative team player as needed.
* Excellent written and verbal communication skills. **Fluency in spoken and written English and Mandarin is required; Cantonese fluency is an asset.**
* Attention to detail.
* Proficient with Windows 10 computers, especially Microsoft Office software; good word processing skills
* Experience in Wordpress websites, Facebook, and other social media an asset.
* Skilled in recordkeeping and filing.
* Excellent people skills and a good sense of humour.
* Pastorally sensitive; understand the need for and the ability to maintain confidentiality.
* Knowledge of the Anglican Church and the Christian faith helpful.

**Time Required:** 10-12 hours per week.

**Additional Specifications:**

* $18-21 per hour, based on experience and skills.
* Paid holiday of 2 weeks per 12-month period. Statutory holidays paid according to employment standards legislation.

All qualified applicants—women *and* men—are encouraged to apply. Please submit a cover letter and resume,

attn: The Rev’d Marion Wong, to [office@stmstl.org](mailto:office@stmstl.org), and with the subject line “Parish Administrator position” by

**Friday July 12, 2019**. No phone inquiries please.