

## PARISH ADMINISTRATOR (30 hours)

### Duty Description

#### Reporting

The Parish Administrator (Administrator) works interactively as part of a team with clergy, wardens, parishioners and community agency partners to serve both the church and the neighbourhood. The incumbent (priest-in-charge) and a lay leader (warden) are jointly responsible for the overall supervision and annual review of the position.

#### Position Summary

The Administrator is responsible for managing a welcoming, efficient parish office environment where information is easily available, communications are clear and timely, and facilities are safe, clean, and well-functioning. This position contributes to a positive working atmosphere in a team-based setting, supporting the parish through duties that include:

- compiling and producing materials for worship, along with weekly and occasional parish communications in both print and technology, in consultation with worship and communications teams
- ensuring that buildings and infrastructure (including technology) are well maintained, and problems are addressed when they occur
- providing administrative support for a wide variety of ministries, including managing facility usage and short-term rentals

#### Responsibilities and Tasks

The primary responsibility is to efficiently oversee and manage operations at St. George's, Cadboro Bay and to assist the incumbent and wardens in the administration of the parish. Note that previous knowledge of the Anglican Church is not required for this position but should be acquired over time. Duties include but are not limited to:

##### Clerical and Reception

- Answer and return telephone calls, mail, and emails; greet and assist parishioners and visitors
- Prepare and print documents such as the service outlines, bulletins, readings, and AGM reports
- Coordinate weddings, funerals, and baptisms, including entering information into the registry and completing certificates under the direction of the Incumbent
- Monitor and purchase supplies for office
- Monitor and manage subscriptions and memberships
- Supervise use of the printer/photocopier, order supplies, organize maintenance/service calls
- Ensure that parish operations policies and procedures are regularly reviewed and updated
- Assist in compiling information and producing reports for Parish Council and the Executive team
- Prepare materials for special services, such as weddings, funerals, and baptisms
- Administers the Safe Church program for the parish, maintaining confidentiality when appropriate and necessary
- Maintain parish database and prepare parish lists as needed and prepare Annual Returns for the Diocese.
- Maintain filing system and update as needed.

## Technology

- Ensure all required software for the parish is maintained/updated; maintain licenses and memberships as required
- Manage office equipment maintenance; assist with leases and contracts
- Troubleshoot technology problems and contact tech support as required

## Communications

- Update website and social media platforms
- Support the production of “Cadboro Connection” quarterly
- Prepare and distribute weekly e-news “Setting Sail” and other parish notices.

## Facilities

- Manage cleaning staff, ensuring facilities are clean and well-maintained
- Ensure the church’s buildings and grounds are maintained; make service calls as needed; advise Buildings and Grounds team of facilities maintenance issues and schedule any required contractor work; manage small maintenance projects; act as liaison with Diocese for Buildings and Grounds related items
- Ensure that the building maintenance contracts are reviewed and renewed
- Ensure services contracts for WIFI and phones are reviewed annually and renewed as required
- Ensure Parish Council is reminded to review emergency preparedness plans annually
- Manage short term rentals, monitor rental contracts, and liaise with regular renters as needed
- Maintain parish calendar and coordinate facility bookings (internal and external).

## Financial

- Maintain electronic parish records; assist with financial communications, reporting and planning
- Perform basic bookkeeping (process expense forms, prepare cheque requisitions) while working closely with the parish Treasurer to produce reports
- Make regular (monthly) bank deposits and oversee petty cash.
- Monitor administrative expenditures.

## St. George’s Housing Society (SGHS)

- Provide administrative support as needed
- Prepare and circulate agendas, meeting minutes and any required reports for monthly meetings and AGM

## **Skills & Qualifications**

### Required

- Substantial experience and/or training with Office365 and strong skills in word processing, spreadsheet or relational database, social media, and desktop publishing. Experience with Adobe InDesign an asset.
- Experience in marketing and communications (e.g. publishing on social media)
- Customer service and receptionist experience
- Excellent interpersonal and communications skills
- Excellent writing, proofreading and editorial skills
- Ability to maintain confidentiality of information
- Efficient time management skills, a high level of flexibility, efficiency, productivity, and accuracy
- Reliable, with sound judgment and good listening skills
- Demonstrated service orientation, and the ability and enthusiasm to work independently and with a diverse team of clergy, staff, and parishioners

### Preferred

- Business, administrative or technical education, or experience in a small business environment
- Bookkeeping experience in a parish or small business environment
- Experience with file/records management
- Project experience or knowledge of Project Management methodology