

Parish Administrator

St. Paul Anglican Church Nanaimo BC
Part-time - **15 hours per week**

Job details

St. Paul's is an open and affirming community of Christians who welcomes anyone seeking companionship, spiritual nourishment, and opportunity for worship. Located in the City of Nanaimo since 1861, St. Paul's has been a beacon of light and a place of gathering for ministry and community service.

Who We Are Looking For

St. Paul is seeking a part-time **Parish Administrator** to join our friendly and welcoming parish.

Qualifications

The successful applicant will possess:

- High School Diploma or GED; a certificate or diploma in business administration would be an asset
- Minimum of 2 years' experience in an administrative role
- Ability to provide a warm and welcoming environment
- Attention to detail is essential
- Able to work independently and multi-task
- Intermediate to advanced level competency in MS Office
- Excellent interpersonal skills
- Strong verbal and written communication skills
- Familiarity with an Anglican environment would be an asset, but we are willing to train.

The primary responsibility for this position is to be the first point of contact for any church enquiries either by phone, email or in person. In addition, other duties include, but are not limited to:

- Preparing newsletters, assisting with maintaining the Parish website, and social media
- Preparing weekly church service bulletins, and other extra service bulletins
- Maintaining parish member lists and preparing mailings
- Maintaining Files, Records, and Correspondence
- Supporting the needs of the Rector, the Wardens, and Parish Council

What we offer

- Opportunity to be a part of a community that values collaboration, community and ongoing learning
- Opportunity to work in a team environment with both paid and volunteer workers committed to the good work of this parish
- Paid vacation and sick time

Full Job Description

This is a part-time position requiring 15 hours per week, Monday to Friday.

If this position is of interest to you, please submit a resume and cover letter explaining why you believe you would be a good candidate and give examples of similar experience. ***We look forward to hearing from you!***

Work Location: Nanaimo BC

Contact: To apply, please email jadamsbauer@stpaulsnanaimo.ca

Application deadline: April 12, 2023