



St. Paul's Church
1749 Argyle Street, Halifax NS B3J 3K4
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Parish Administrator - Job Description – 30hrs/week Maternity Fill-in

Direct Supervisor: Treasurer's Assistant (TA) who reports to the Executive

1. Specific Responsibilities and Office Requirements

- a) Opening (dis-arming alarm) & closing (arming) the church for regular office hours on your days of work. Typical hours will be Monday to Friday weekly from 8:30am-2:30pm or 30hrs/wk;
- b) working co-operatively in the parish office space with Rector (foremost), Treasurer, T.A., Wardens, Staff, Sexton and other parish office or ministry volunteers as well as hired tradespeople;
- c) responsible for the preparation/printing of all documents for weekly and special liturgical events (weekly Sunday Leaflet, occasional Funeral Leaflets, occasional Wedding Leaflets, Baptism inserts, etc.) as well as other parish publications such as *St. Paul's Journal* and *Parish Directory*. Retrieval from TPH (The Printing House on Barrington St. of all printed documents – 1 minute walk weekly);
- d) preparing documents (digital and hard copy) for Rector, Wardens, Staff, Property Manager, Music Director and various groups, organizations and governance meetings within the parish email system;
- e) occasionally assisting in the maintaining and scheduling of Church events, liturgical and non-liturgical, in consultation with (as needed) the TA;
- f) communicating with the wider parish community (when needed) via emails and other means under the direction of the TA;
- g) greeting visitors to the church office during scheduled hours of work, answering the telephone and forwarding messages appropriately; checking/responding to voice mail/emails; communicating with TA, Rector, Wardens and parish along with other representatives on council(s) and or committees. Pleasant communication skills are required; cell phone is required;
- h) general office duties: assisting with the management of office supplies; snail mail; invoice payments mailings initiated by TA; petty cash management; filing; answering/vetting inquiries by telephone and email; purchasing office items occasionally (like postage stamps for example) from Canada Post (Scotia Square) with petty cash; mailing envelopes; picking up printed documents from printers (next door); supporting Outreach ministries/appeals; support for risk management, parish Health and Safety as requested and assigned by the Wardens; support of tasks and quotes for building maintenance and property issues.
- i) managing the office computer system (knowledge of Microsoft Office, Powerpoint, Word, Excel, gmail);
- j) general care of office equipment;
- k) interfacing with public visitors, tourists, Summer Students and those in pastoral need.
- l) create/maintain an efficient process ensures advertising for service times on the Web Site which aligns with our collection of outdoor signs (Blue Nose Sunday, Christmas, Holy Week, etc.); and aligned with the worship calendar for advanced notices? Consult the with the Rector a week in advance of all events to confirm, a routine that is helpful to visitors, as well parishioners who don't read their parish emails.

2. Record Keeping

- a) maintaining the parish paper filing system in the office and coordinating 'older' files with Archives Team (upstairs in The Gallery);
- b) assist TA with maintaining the parish contact list;
- c) maintain the daily LOG NOTEBOOK which keeps track of all phone calls and visits that aren't on email (since those are already kept in their own way);
- d) organization of *The IMO Flower ROTA*; *The Weekly Sunday Duties ROTA*; be the 'link' between Search Requests and the Archives Team

3. Salary

Begins at \$16/hr – This is currently a MATERNITY LEAVE POSITION, however should the current Parish Administrator decide not to return as is anticipated on July 1st, 2024 ... your one-year contract will be reviewed on your Anniversary hiring date and the position may become permanent if agreeable between both parties.
Vacation: 2 weeks' unpaid vacation after one full year of employment (4% vacation pay added to salary bi-monthly).

4. Start date

Monday, June 26th

- initial training will be arranged between the TA and current Parish Administrator, consisting of in-person training as well as remote training.
- ongoing training/assistance Mon-Fri with the TA (June 30th is current PA last day) continues as a mix of in-house and remote training/assistance.

This position is in a diverse and positive workplace with excellent working conditions and supported by a congenial team, serving a grateful volunteer parish community. It will suit a cheerful, energetic, and positive person seeking an opportunity to exercise her/his gifts.

Send applications along with a COVER LETTER to stpaulshalifax1749@gmail.com

Indicate "Parish Administrator" in the subject line of your e-mail.

In-person interviews will be held at St. Paul's Church

with the Treasurer Chris Bryant and Treasurer's Assistant Gail Fulop initially.

Final Applicants will then meet with The Rector who makes the final decision.