

PARISH COORDINATOR – HOLY TRINITY ANGLICAN CHURCH, NORTH SAANICH

Holy Trinity is looking for a well-organized, and personable individual who would derive pleasure from coordinating and administering the activities of a small dynamic parish. The position can be split between on-site and remote work, with a commitment of 15 hours per week. Some responsibilities will be scheduled with the priest and wardens and some can be accomplished with flexible remote time.

The parish needs someone to manage the facility bookings of the church and the church hall. This requires the coordination and management of the communal calendar of the parish, between onsite users, external users, maintenance and special events.

The coordinator will also manage the website and the communication from the parish office to the congregants, and to the local population with advertising and promotion.

There is a minimal bookkeeping requirement for accounts receivable and accounts payable.

The parish also depends on the coordinator for general administrative work, including preparation of the weekly bulletin and responding to emails, phone messages and mail.

The right candidate is tech-savvy; requiring in-depth knowledge of the Microsoft 365 environment, SharePoint and the remote working environment and communication tools.

There are no weekend or evening hours anticipated, nor any overtime. Training will be provided. The position pays \$25 per hour. We are looking for a community-minded individual who wants to engage with our parishioners, volunteers and staff, even if you yourself aren't a member of our parish.

We are an inclusive community that welcomes people of all ethnicities, genders, sexual orientations and backgrounds.

If interested, please respond to:
wardens@holytrinityns.org

Debra Lange and Penny Donaldson
Wardens, Holy Trinity Anglican Church
1319 Mills Road
North Saanich, BC V8L 5T2

We recognize that our faith community gathers on the ancestral lands of the Tsartlip/WJOLEŁP, Tseycum/WSIKEM, Tsawout/STÁUTW, and Pauquachin/BOKEĆEN Nations. In a spirit of gratitude and respect, we seek a growing relationship that fosters healing and hope for all our relations on the islands and inlets of the Salish Sea.