**PARISH CHURCH OF ST. GEORGE CRESCENTWOOD, WINNIPEG**

**SEEKING A PARISH ADMINISTRATOR**

**OVERVIEW OF POSITION**

**Position:** Parish Administrator

**Status:** Regular part-time: Approximately 16 (sixteen) hours weekly

**Report to:** Father Sherpard Gwende (Incumbent)

**Responsible to:** Corporation (Incumbent, Rector’s and People’s Wardens)

**Start Date:** Immediate

**Compensation:**

Salary: $ 18.00 per hour or more based on qualifications

Benefits: Contributions to Canada Pension Plan; Employment Insurance

**Sick Leave:** Allowed at 1 day per month and may be accumulated to a maximum of 12 days

**Vacation:** 2 (two) weeks paid vacation

**POSITION SUMMARY**

Under the direction of the Rector, and accountable to the Corporation, the Parish Administrator is responsible for the administrative processes which support the operation of St. George’s Crescentwood Anglican Church, Winnipeg. These processes include but are not limited to: Daily reception duties; Sending and responding to emails; Preparing service leaflets and weekly notices; Assisting with the rental of parish facilities; Maintaining databases, manuals and scheduling calendars; Coordinating and maintaining church correspondence; Gathering reports and preparing materials for the Annual General Meeting; and granting building access to authorized personnel.

This is a responsible position requiring attention to detail, the ability to work independently as well as being part of a team, flexibility and a commitment to consistently meeting deadlines. As the first point of contact at St. George’s, the Parish Administrator is expected to represent the values of the parish by maintaining a positive and caring attitude to all visitors, staff and parishioners.

**SKILLS REQUIRED**

* Accuracy and attention to detail
* Strong oral and written communication skills
* Strong interpersonal skills; Work effectively with individuals and teams
* Proficient in planning, organization and time management
* Proficient in the use of Microsoft Office suite of applications; Office equipment
* Demonstrated ability to maintain the highest level of discretion and confidentiality

**QUALIFICATIONS / EXPERIENCE**

* Minimum: High school diploma
* Preferred: Post secondary training in office administration, communication, accounting or a related field; Knowledge of Anglican liturgy an asset
* Minimum two (2) years experience in an office administration role
* Minimum two (2) years experience with Microsoft Office, office equipment and order/inventory management systems
* Minimum one (1) year bookkeeping experience

**DETAILED DESCRIPTION**

* Answers phone, greets visitors, assists with inquiries, makes referrals as appropriate
* Actions communications from all channels
* Creates and prints church leaflets / bulletins for all weekly and special services
* Creates and circulates weekly and special notices
* Maintains currency of church databases, rosters, manuals, handbooks, directories
* Coordinates and maintains correspondence, minutes and reports supporting the parish and diocese
* Provides support for parish committees (printing, publicity, emails, phone calls, room reservation)
* Manages the parish calendars
* Provides relief for the parish bookkeeper
* Assists with the rental of parish facilities (keys, contracts, fees, insurance, payments)
* Gathers reports and prepares materials for the Annual General Meeting

The Anglican Parishes of St. George and St. Peter both have a job opening for an administrative assistant. If both of these positions are of interest to you and you are the successful candidate for both positions, arrangements may be made to accommodate the hours for both positions.

**APPLICATION PROCESS**

Interested candidates should submit a resume and covering letter outlining how their interests and experience align with the position. Please include a list of credentials and the names and contact information of one personal and two professional references.

Send applications to The Reverend Sherpard Gwende at: sherpardgwende@stgeorges.mb.ca with “Application: Parish Administrator” in the subject line.

Receipt of all applications will be acknowledged promptly. Selected candidates will be invited to an interview.