

Parish of Mahone Bay (St. James' Mahone Bay, Christ Church Maitland)

Parish Administrator

Position Overview

The Parish Administrator is the public face of our parish community. We seek a compassionate person with strong office management skills, who is able to welcome visitors in person and on the phone, support the clergy, wardens, and parish council, prepare print and online materials, maintain the website and parish list, schedule the use of church facilities, maintain confidentiality, manage time well and meet deadlines, and work effectively both independently and as part of a team.

Responsibilities

Reception and Communications

- Communicate with the general public and parishioners, providing information and assistance in person, by telephone, and electronically, and directing inquiries appropriately.
- Maintain the Parish website; (Including Google calendar, announcements, etc.)
- Assist in the development, preparation, and distribution of necessary media releases.
- Prepare and distribute bulletins, notices, posters, ads, reports, and general correspondence

Administrative Support

- Assist the Rector in co-ordinating her schedule on a weekly basis.
- Assist in the planning of visits
- Distribute Committee and Council minutes when required.
- Prepare mailings
- Maintain Parish List and general contact information
- Ensure orderliness of the Parish Office
- Place orders for church supplies as needed
- Manage usage of Parish Hall, booking both parish events and hall rentals.
- Communicate the schedule of parish hall functions to the Custodian. Provide hall keys and/or arrange access to the hall for those using it and track keys
- Support work of Envelope Secretary and Treasurer
- Support scheduled Licensed Lay Ministers, readers, greeters
- Assist the Rector with other duties as assigned.

Qualifications and Skills

- High school diploma
- Certificate or equivalent experience in Administrative Assistant/Secretarial program
- Certificate or equivalent experience in use of applicable software

- Two years' experience as an Administrative Assistant or similar position in similar environment—direct experience as church/parish administrator is an asset
- Exceptional verbal and written communication skills.
- Experience with Microsoft Office and congregational management software (e.g., PowerChurch)
- Organizational and multitasking skills.
- Familiarity with general office practices and procedures.
- Experience working with basic website content management systems.
- Ability to interact well with the public
- Ability to work unsupervised.
- Substantial experience (formal or informal) with church and congregational life and knowledge of Anglican liturgy and church structures are assets

Police Records Check (with Vulnerable Sector Check) required.

Job Specifications

20 hours per week, Monday to Friday, 9 am to 1pm

Reporting: Rector and Parish Wardens.

Salary and vacation: To be determined.

Start date: April 23, 2024

Email applications to: rector.mahonebay@gmail.com

Please include the contact information for three references (two recent professional, one personal).

Deadline for applications: Monday, April 8, 2024, 5 pm