

Job Posting

Position: **Parish Administrator** - St. James, Dundas 137 Melville St. Dundas, ON

Nature of the Position: To provide administrative support to the parish; \$22/hr for 23 hrs/wk.
(There is some flexibility in the hours worked)

Responsibilities: Managing the parish office, including:

- acting as administrator to the Rector & Wardens
- responding to or redirecting general enquiries made in-person, via telephone, social media, website, or email
- collecting, opening, and distributing electronic and hardcopy mail
- maintaining an organized office, filing system, and email distribution lists
- ensuring all office supplies are adequately stocked and replenished as necessary
- staying current regarding all diocesan and parish guidelines and protocols
- maintaining calendar for facilities booking for internal (parish) and external events
- scheduling the community use of facilities and acting as liaison with user groups
- preparing for worship services and distribution of readings for readers & intercessors
- posting online services in a timely fashion (YouTube and website)
- maintaining and updating the parish website, and bulletin boards
- working with volunteers to keep all social media sites current
- providing on-site support for the Treasurer
- preparing all documents for Vestry meetings and other meetings as necessary

Skills & Experience:

- very good interpersonal skills and respect for privacy and confidentiality
 - strong office and organizational skills, including record and file management
 - superb oral and written English language skills and ability to meet deadlines
 - excellent computer technology skills, including competency with Microsoft Office, YouTube, social media, Church Windows, Email programs (Mailchimp)
 - willingness to learn new skills and stay current with new software and social media platforms
 - creativity and initiative in identifying opportunities for improvement in administrative processes and communication tools
 - supportive of ethos of St. James, the Diocese of Niagara, and the Anglican Church of Canada
- Screening requirements:
- three references (including at least one from a recent employer)
 - clear satisfactory Police Record Check
 - there is a six-month probationary period

St. James Church welcomes and encourages applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applicants should send resumes and cover letters to:

The Rev. Canon Leslie Gerlofs, revleslie3@gmail.com

The deadline for submitting applications is **June 1, 2025 @ 5pm**

While all applicants are thanked for their interest, only those chosen for interviews will be contacted.