



ST NICHOLAS
ANGELICAN CHURCH, BIRCH CLIFF

Job Posting & Description **Parish Administrator – St. Nicholas, Birch Cliff**

At-a-Glance Position Details

Title: Administrative Assistant	Remuneration: \$21,000 to \$25,000, based on relevant experience
Time: Approx. 18 hours per week	Start Date: October 1, 2023, or earlier if mutually agreeable.
Term: 1 year, leading to permanent	

Parish Description

St. Nicholas is an Anglican parish in the heart of Birch Cliff in Southwest Scarborough. Responding to God’s love for us and all people, we strive to know Christ and make him known in worship, fellowship and service to our neighbourhood and the world. We’re an LGBTQ-affirming community, serving and praying with our neighbours, and inviting people into relationship with God’s love and joy, known in Jesus Christ.

Position Description

The Administrative Assistant works in consultation with the parish priest and the parish leadership oversee the day-to-day operations and administrative tasks of the parish. This includes administrative support in the parish office, serving as the main contact person for people engaging with the church office, managing the parish calendar, and assisting in the digital and traditional communications of our parish. The Administrative Assistant works closely at different times with the clergy, the Parish Musician, the wardens and other parish volunteers. As front-line contact in our parish office, this is an in-person position.

Position Duties

The duties and responsibilities of the Administrative Assistant include, but are not limited to,

- 1) Serving as a first point of contact for parishioners, renters, vendors and other people looking to engage with the church office, priest, wardens & staff.
- 2) Providing administrative support to the priest in preparation of materials for weekly worship, communicating information to those involved in services, and other office duties related to the Sunday leaflets.
- 3) Assisting the wardens (volunteer leadership) with the business of the parish, including coordinating site visits from vendors/contractors, working with licensees and renters, and preparing key meeting materials.
- 4) Managing the parish office, including supplies & inventory, general ordering, maintaining the parish calendar.

- 5) Supporting the parish treasurer with basic accounting management duties, such as data entry, receiving and processing invoices, and preparing cheques.
- 6) Preparing quarterly schedules of volunteers involved in weekly services.
- 7) Collaborating with the priest and the Communications Team to manage our digital and traditional communications.
- 8) Other administrative-related duties, that in consultation and agreement with the parish priest and/or wardens, may emerge from time-to-time.

Who are we looking for?

Our ideal candidate is someone who can

- 1) Comfortably use software and apps such as Microsoft Office, Google Docs/Sheets, Zoom, YouTube and Facebook; likewise, demonstrate a willingness to learn how to use our email, messaging and database apps (such as PowerChurch), and other technologies as needed.
- 2) Maintain confidentiality, exercise good communication skills, time management practices, good humour and professional relationships within the parish.
- 3) Exercise a familiarity with (or a commitment to learning about) the Anglican liturgy and resources, and develop over time an understanding of the diocesan policies that guide us.

Other terms and details of the position

- 1) St. Nicholas, Birch Cliff, is committed to the Diocese of Toronto's Screening in Faith and Sexual Misconduct policies. This position is categorized as high-risk and requires a criminal record check, and participation in the diocesan sexual misconduct policy training program to be completed as terms of employment.
- 2) This position is available for a start-date of October 1, 2023, or earlier if mutually agreeable.
- 3) Compensation to be determined based on relevant experience, but with a base salary of \$21,000 to \$25,000 based on relevant experience, and includes three weeks paid holiday time.

Application Details

If this position is of interest to you, your application or inquiries are welcome! Please submit your CV, along with two professional references, to admin@stnicholasbirchcliff.com. Applications will be considered through September 30, 2023.

Only successful applicants will be contacted.

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An LGBTQ2S+ affirming congregation in the Diocese of Toronto