



ST NICHOLAS
ANGLICAN CHURCH, BIRCH CLIFF

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

At-a-Glance Position Details

Title: Parish Administrator	Remuneration: \$21,000 to \$25,000, based on relevant experience
Time: 20 hours per week	Start Date: July 1, 2022, 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 Parish Administrator works in consultation with the Incumbent/Priest-in-Charge to oversee the day-to-day operations and administrative tasks of the parish. This includes, but may not be limited to, the production of leaflets for our worship services, 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 Parish Administrator works closely at different times with the clergy, the Parish Musician, the wardens and other parish volunteers. This position is eligible for in-person or hybrid working arrangements.

Position Duties

The duties and responsibilities of the Parish Administrator include, but are not limited to,

- 1) Producing leaflets for all our worship services, including Sundays, fasts, feasts & festivals (such as Ash Wednesday & Christmas Eve & Day), and leaflets for pastoral offices such as funerals and weddings.
- 2) Serving as a first point of contact for parishioners, renters, vendors and other people looking to engage with the church office, priest or wardens.
- 3) Comfortably using software and apps such as Microsoft Office, Google Docs/Sheets, Zoom, YouTube and Facebook; likewise, demonstrating a willingness to learn how to use our email, messaging and database apps, and other technologies as needed.
- 4) Keeping and maintaining the parish office and its supplies, and ordering items as necessary; maintaining account records for petty cash. Bookkeeping skills would be an asset.
- 5) Coordinating with the wardens for site visits from vendors/contractors.

- 6) Maintaining the parish calendar of events & bookings and rentals.
- 7) Collaborating with the priest and the Communications Team to manage our digital and traditional communications.
- 8) Preparing and distributing of key meeting materials, such as Advisory Board and the Annual Vestry Meeting.
- 9) Familiarity with (or a commitment to learning about) the Anglican liturgy and resources, and developing over time an understanding of the diocesan policies that guide us.
- 10) Ability to maintain confidentiality, exercise good communication skills, time management practices, good humour and professional relationships within the parish.
- 11) Other administrative-related duties, that in consultation and agreement with the Incumbent/Priest-in-Charge, may emerge from time-to-time.

Other terms and details of the position

- 1) In keeping with the requirements of the Diocese of Toronto's Covid-19 policies, all staff members and volunteers must have proof of two vaccinations or frequent negative PCR tests, and any supplementary vaccinations (boosters, etc.) as may be required by this evolving policy.
- 2) 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 completion of the diocesan sexual misconduct policy training to be completed as terms of employment.
- 3) This position is available for a start-date of July 1, 2022, or earlier if mutually agreeable.
- 4) 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. This position is also eligible for benefits under the General Synod Pension Plan policy.

Application Details

If this position is of interest to you, your application or inquiries are welcome! Please submit your CV, including two professional references, to admin@stnicholasbirchcliff.com by May 31, 2022.

Only successful applicants will be contacted.