



PARISH ADMINISTRATOR JOB DESCRIPTION

SUMMARY OF POSITION

The Parish Administrator is a part-time paid employee of Holy Trinity Cathedral responsible for overseeing the daily operations of the office. This pivotal role involves event coordination, record-keeping, communications and community engagement. The Parish Administrator reports to the Rector and wardens, and works to support the parish leadership, council, staff, and volunteers.

Key Responsibilities include operation of the Parish Office, administrative support to leadership, communications, and facilities coordination.

1. OPERATION OF THE PARISH OFFICE

- Manages day-to-day administrative duties including correspondence, maintaining records, and preparing reports.
- Maintains an organized office including filing, purchasing supplies, arranging the servicing of office equipment, and managing key access to the facilities.
- Observes regular office hours, greets visitors and fields inquiries.
- Assists Parish Treasurers with light bookkeeping and preparing reports.
- Coordinates the submission of annual reports from the parish and statistics for the Diocese.
- Oversees appropriate updates and back-ups of electronic files and materials for archives.
- Ensures subscriptions are current and licenses are paid.

2. ADMINISTRATIVE SUPPORT TO LEADERSHIP

- Gathers and distributes materials for parish council and other meetings in a timely manner
- Drafts correspondence as requested by the Rector or wardens
- Provides administrative support to committees and programs

3. COMMUNICATIONS

- Coordinates parish communications, including weekly bulletins, special service booklets, newsletters, website updates, and materials for annual Vestry meetings.
- Posts and monitors information on parish bulletin boards
- Maintains an up-to-date parish directory in coordination with the donations officer
- Uses current technologies to maximize the circulation of information to the parish community, community groups, external partners, and the general public
- Fosters strong relationships with neighbouring congregations and the broader community.
- Supports advertising, ticketing, set-up and livestreaming of events

4. FACILITIES COORDINATION

- Supervises the maintenance and booking of church facilities, prepares rental contracts and group agreements for trustees' signatures.
- Ensures groups have appropriate documentation, insurance, key access and contact information
- Maintains an online booking calendar and distributes print copies as needed.
- Receives monthly donations from groups for the treasurer to deposit
- Coordinates access for trades and service providers and serves as primary contact for external groups and vendors.
- Ensures set-up and clean-up instructions for special events are communicated to the janitorial service.
- Assists with organizing and coordinating parish events, services, and activities.
- Arranges appropriate inspections (fire, furnace...) with a designated person to provide access and oversight.

QUALIFICATIONS:

- Good conversational and written English. Additional languages an asset.
- Minimum 3 years of administrative experience.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficiency with modern office computer software and equipment, social media, and cloud-based systems, design software and social media platforms.
- Able to multitask, handle stress and problem solve.
- Discrete handling of confidential and sensitive information.
- Appreciation and understanding of the Anglican Church of Canada- its tenets, values, and culture- and respect for its leadership, both clergy and lay

REQUIREMENTS:

- Provide a Criminal Records check with vulnerable sector search
- Complete Safe Church policy orientation per the Diocese of New Westminster's Screening in Faith policy and training

- Complete Dismantling Racism Training
- Successful completion of probationary period of 6 months, with first review at 3 months

WE OFFER:

- Part-time position of up to 15 hours a week
- Hourly rate ranging from \$28-\$35 hour depending on experience
- Supportive and collaborative work culture
- Dynamic role with a varied workload
- Ways to engage with and support vibrant church community
- Opportunities for personal and professional development
- Office location has easy access to public transit
- Partial remote work options may be possible.

Learn more about our parish at our website: holytrinitycathedral.ca

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