**Administrator**

**THE CHURCH**

St. Augustine’s Anglican Church is located in Marpole, a community where unemployment is higher than average and incomes lower than average. We serve our neighbourhood through the work of many volunteers and a core staff, and are described in our community as a place of acceptance and authenticity.

**THE ROLE**

The Church Administrator supports the day-to-day operations at the church. Duties include creating and distributing church bulletins and newsletters, maintaining church records and personnel files, ordering and stocking office supplies, keeping computer files backed up and maintaining office equipment. The church administrator may also take on a supervisory and training role in ministries that have office assistants or volunteers. Other tasks include updating employee and volunteer handbooks, and coordinating employee and volunteer work and vacation schedules and responding to visits, calls and e-mails enquiring about services and facilities at the church.

**The Administrator will work closely with the church's treasurer, book keeper and other staff in ensuring the church meets its financial management obligations. The church administrator may be involved in tracking and recording church income from donations and sales, deposit funds into church accounts, and paying bills.**

**The Administrator will provide practical support to the Verger and Facilities Rental Coordinator. Property management duties may include facilitating the maintenance and security operations of church facilities and maintaining an inventory of supplies and equipment. Church administrators assist in scheduling meetings and events, renting out church facilities and enforcing church policies for facility use.**

**The Administrator is one of the people who interface between the wider community, our neighbours and the church. The Administrator should believe in and demonstrate the church's teachings in their life and work, and be consistent and creative in maintaining communication with parishioners and the local community both in person and through the church's website and social media pages.**

**The role is part-time, at 8 hours a week which can be worked flexibly as negotiated with the Priest in Charge.**

**We are offering $19/hr for a suitably experienced and capable candidate.**

**We are seeking a candidate able to start in March 2020.**

**The successful candidate must provide a Criminal Records Check with Vulnerable Sector Check as well as undergo Safe Church Training.**

**KEY SUCCESS FACTORS**

* Closing the loop in functions related to day to day operations;
* Providing support to the Vicar, Deacon, Music Director, Verger and Wardens
* Bringing a positive attitude to the team and willingness to grow with the Parish

**SPECIFIC RESPONSIBILITIES**

* Plan, organize and execute all administrative functions at the Church office
* Develop good understanding of Powerchurch software and assist with data entry and report preparation.
* Prepare, copy and collate weekly service bulletins
* Establish an effective record filing system and ensure all church documents are appropriately stored
* Monitor and maintain records of daily facility operations
* Developing and implementing internal administrative policies and procedures
* Develop relationships and communicate with parishioners, key community stakeholders and service suppliers in a professional manner
* Assist in meeting scheduling; attend executive meetings and provide assistance with minute taking
* Procure and maintain office supplies

**THE INDIVIDUAL**

The successful candidate will have the following education, experience, and personal characteristics:

**EDUCATION**

* An appropriate combination of experience, professional development, and post-secondary education that must include proven administration abilities

**EXPERIENCE**

* Minimum 3 years experience in Office Administration
* Excellent computer skills and proficient in excel, word, outlook
* Excellent communication skills, both written and verbal
* Ability to take initiative and address role needs.
* Excellent goal setting and time management skills
* Strong analytical skills
* Experienced working in a non-structured environment

**PERSONAL CHARACTERISTICS**

* Honesty and ability to keep items confidential
* Tolerance for change and disruption, combined with the ability to multi-task and manage to critical deadlines
* Solution-oriented and self-motivated
* Detailed oriented

TO APPLY

Please send your resume and covering letter to [saintsofavancouver@gmail.com](mailto:saintsofavancouver@gmail.com) with subject heading “Administrator Position”.