

**POSITION AVAILABLE**  
**PARISH ADMINISTRATOR**  
**ST JOHN THE EVANGELIST ANGLICAN CHURCH**

St John the Evangelist Anglican Church is in the downtown core of the City of Ottawa at the intersection of Somerset St. West and Elgin St. The area is a thriving hub of activity that has recently undergone a massive re-development, is easily accessible by OCTranspo with the UOttawa LRT station a short walk across the Corktown Footbridge and regular bus service (#14 and #5) running on Elgin St. We are a fully welcoming, LGBTQ2S affirming community known for being out-front on social justice issues, forward-thinking, involved in many outreach ministries and possessing a distinguished choral tradition involving men and women.

We are searching for a candidate to fill a part-time position (20 hours per week) as Parish Administrator. Please see the Administrator position description on the parish website located here: <https://www.stjohnsottawa.com>

As a member of the ministry team, the Parish Administrator reports to the Rector. St John's offers flexibility in working hours, and a benefits package which includes medical/dental benefits, a pension plan and annual vacation.

Candidates with the appropriate skills and experience are invited to send their resume and a cover letter describing their skills and how they meet the requirements of the position to [office@stjohnsottawa.ca](mailto:office@stjohnsottawa.ca) before Wednesday 21 April, 2021. Candidates should note that a police records check for the vulnerable sector will be required before an offer of employment is finalized.

## **PARISH ADMINISTRATOR POSITION DESCRIPTION**

The St John's faith community is composed of approximately 200 families and individuals from Centertown and across Ottawa. In addition to spiritual worship, the parish is fully welcoming and LGBTQ2S affirming. We are particularly known as being out-front on social justice issues, being a forward-thinking parish involved in many outreach ministries and possessing a distinguished choral tradition involving men and women.

The paid staff is led by the Rector and includes the Parish Administrator, Director of Music, and part-time Custodian. Many volunteers contribute their time and talents to the work of the church.

### Responsibilities

As a member of the ministry team, the Parish Administrator, reporting to the Rector, responds to all who wish to communicate with the parish and provides administrative support for church activities, including parish committees.

The Administrator will perform the duties set out in the attached Position Description, Appendix A. These duties can be summarized as:

- a. overseeing the parish office operations, including receiving visitors and responding to phone and e-mail communications
- b. working with/managing a team of volunteers
- c. preparing communication products such as worship service bulletins, posters, social media, group e-mails and newsletters
- d. supervising the custodian and monitoring maintenance and security issues for follow-up

## **Appendix A**

### **RESPONSIBILITIES**

Candidates must have experience, skill, and qualifications in the following areas:

- A. General administration
- B. Communications
- C. Building management

#### **A. General Administration**

The Parish Administrator oversees parish office operations by:

- receiving, greeting, and responding to office visitors, and managing incoming and outgoing phone, e-mail and mail
- training, scheduling and supporting parish office volunteers
- maintaining parish files and archives
- ordering office supplies and arranging for maintenance and repairs of office equipment
- maintaining bulletin boards

#### **B. Communications**

The Parish Administrator prepares a wide range of parish communication products including but not limited to:

- preparing worship service bulletins including layout design
- designing and producing posters and web content for parish events
- preparing correspondence and other communications for the Rector, and in support of parish committees
- managing mailings and regular e-mail communications with the parish
- assisting in creating and posting content to social media platforms such as the parish website, Facebook, Instagram and Twitter
- managing ticket sales for concerts and other parish events, both direct and through Eventbrite, receiving payments of cash and other payments modes such as credit card and debit card
- receiving donations and payments including those through [www.CanadaHelps.org](http://www.CanadaHelps.org) and storing them securely for recording and deposit
- preparing weekly bank deposits

## C. Property Management

The Parish Administrator contributes to managing the church building by:

- working with volunteers that arrange bookings and rentals of the building space, arranging for appropriate space set-up before and clean-up after events
- reviewing and approving invoices submitted for office and building maintenance and repairs
- supervising custodial staff
- arranging for and monitoring snow removal and waste management services
- managing the building maintenance and security requirements and referring problems to the Property Committee or to a service provider as appropriate

### Qualifications and Skills

- possess a relevant degree or diploma and/or relevant work experience in administration of a medium scale facility
- demonstrate strong interpersonal skills, warmth, confidence, patience and are at ease interacting with others
- possess strong administrative and organizational skills
- ability to manage multiple tasks at the same time and deal with stress effectively
- possess social media design and layout design skills
- experience working with word processing/desk top publishing applications
- understand and respect confidentiality (personal and financial)

### Demonstrated Experience and Abilities in:

- meeting and dealing with the public
- working with volunteers and committees
- working in a self-directed and confident manner
- collaborating with others in a team environment
- working with applications such as Microsoft Word and Excel
- working with Zoom, YouTube, Constant Contact, Facebook, and Instagram
- identifying maintenance and repair issues in a large facility
- communications, layout/graphic design, website development and maintenance

Asset Experience:

- Working in a faith-based environment
- comfortable performing basic troubleshooting and investigation for IT issues with office equipment
- Experience in developing communications products for publication to social media