

## **St Saviour's Anglican Church, Penticton, BC**

### **Position Description**

**Job Title:** Parish Office Administrator  
**Reports to:** Incumbent (Priest) and Wardens  
**Position Status:** Part-time Regular

**Position Summary:** The Parish Office is the nerve centre of communications for the Church congregation and requires an able administrator to ensure effective administration, management and execution of all office operations.

#### **Job Responsibilities and Duties:**

##### **General**

- In consultation with the Incumbent, ensure efficient running of the Parish Office
- Provide administrative/clerical support to the Incumbent as needed
- Serve as office receptionist and first point of contact for prompt dissemination of accurate information on assorted Church matters to both the congregation and the general public
- Coordinate/oversee Church volunteers who provide supportive office services
- Coordinate repair/maintenance of office equipment and order office supplies as needed
- Ensure all Parish notice boards are current, tidy and contain only authorized material
- Maintain accurate, current and accessible Parish records, e.g., files of Church Committee/Sub-committees meetings and community usage of Church facilities
- Prepare Church correspondence and maintain active files as requested
- Maintain accurate Columbarium records and act as vendor for purchase of niche contracts

##### **Weekly**

- Prepare and provide sufficient copies of Church service bulletins
- Upload calendar changes and sermon notes to the Parish web site

##### **Monthly**

- Prepare for display and soft/hard copy distribution a calendar of Parish events
- Prepare special notices and 'Orders of Service' for weddings and funerals, as required

#### **Job Skills and Requirements:**

- Demonstrated proficiency in computer skills including Word, Excel and Outlook and adaptability to church management software
- Attention to detail and follow-through on assignments and deadlines
- Cordial and professional conduct and excellent interpersonal and communicative skills

- Commitment to confidentiality regarding all records and other proprietary information, both of the Church and its clergy and congregation
- Timely attendance with ability to vary schedule when needed

**Employment Conditions:**

Work Schedule: 9AM-1PM Monday, Wednesday, and Friday (aggregate of 12 hrs/wk)

Remuneration: \$17.50/hr including WCB and EI deductions

Paid Vacation: 2 work weeks (6 days)/annum, to be taken during calendar yr

Sick Leave: 2 work weeks (6 days)/annum

Term: 1 year, term renewal by mutual agreement

Evaluation: Informal performance review