

## Parish Administrator

St. Paul's on-the-Hill is currently looking for a temporary Parish Administrator (Maternity Leave).

**This position will commence on October 27, 2025**

The temporary full-time staff position will be 35 hours per day Monday to Friday. There is flexibility with the starting and ending time. During high seasons and Vestry a few extra hours may be required. Training provided.

### **Responsibilities:**

- This position requires someone with a pleasant manner and telephone etiquette;
  - A person that is sensitive to all those who may telephone or drop by the church office;
  - Someone that will make a pleasant impression over the telephone.
- This position requires you to work closely with the Incumbent, Wardens and other staff.
- The Administrator will maintain an accurate/up to date database of the church at all times- this is very important.
- Backing up files. Clearing the answering machine and taking messages, email messages.
- Prepare and print the weekly Worship bulletin, Worship schedules.
- Handle all incoming mail and distribute as necessary.
- Print and prepare letters and envelopes for parish mailings. (mail merge)
- Maintain adequate inventory of regular and seasonal office supplies.
- Assist in the collection and typing of reports for the annual report. (Jan/Feb)
- Prepare regular weekly email to all Parishioners each week through Constant Contact.
- Inform the Sexton and Daycare of all events and parish activities.
- Attend all monthly staff meetings.
- Periodically train volunteers in the use of appropriate office equipment (printer & mail station) and procedures.
- Assist with the quarterly newsletter.
- Maintain a neat and welcoming parish office.
- Enter all wedding, funeral, confirmation and baptism registers and certificates under the direction of the Incumbent.
- Keep all subscriptions updated.

### **Skills and Qualifications:**

- Proficiency in Microsoft Office suite
- Proficiency in basic social media programs like Facebook & Instagram
- Familiarity with Anglican liturgy is an asset
- Excellent administrative and organization skills
- A people person with a cheerful manner and diplomatic people management skills
- Able to handle confidential information with discretion
- A self starter; be able to see what needs to be completed and get it done
- Work with minimum supervision



St. Paul's on-the-Hill

Renumeration will be based on experience \$21.00 - \$23.00 per hour

If you are interested in applying for this position, please send your resume to:

Sophia Levy-Presner

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