

ST. MATTHIAS AND ST. LUKE ANGLICAN CHURCH
Diocese of New Westminster, Anglican Church of Canada

Position Description

Position Title: Parish Administrator

Summary: The Parish Administrator acts as the general office manager of the church office, and assists the Parish Priest, Wardens, and other Parish Staff with secretarial/clerical work. The role has a pastoral dimension because the Parish Administrator is the first person at the parish to whom people often speak.

Qualifications/Requirements:

- Ability to work independently and to be a collaborative team player as needed.
- Good problem-solving and creative skills, and the ability to adjust to unplanned-for situations and fluid priorities and deadlines.
- Excellent written and verbal communication skills. **Fluency in spoken and written English and Mandarin is required; Cantonese fluency is an asset.**
- Attention to detail.
- Proficient with Windows 10 computers, especially Microsoft Office software; experience with Power Church Plus, Wordpress websites, Facebook, and other social media an asset.
- Skilled in recordkeeping and filing.
- Basic bookkeeping skills an asset.
- Excellent people skills and a good sense of humour.
- Ability to relate effectively with people from diverse backgrounds, including those with cultural, linguistic, and theological differences; an appreciation of the value of creating spaces that are welcoming to this diversity.
- Pastorally sensitive; understand the need for and the ability to maintain confidentiality.
- Knowledge of the Anglican Church and the Christian faith helpful.
- Complies with screening requirements according to the Screening in Faith policy of the Diocese of New Westminster, including submitting at time of hire a current Police Record Check with Vulnerable Sector search obtained within the last 12 months.

Time Required: 12 hours per week. Preferred schedule is within Tuesday – Friday, 3 hours x 4 days or 4 hours x 3 days. Exact hours to be scheduled with the Parish Priest and Wardens.

Additional Specifications:

- \$15-17 per hour, based on experience.
- Paid holiday of 2 weeks per 12-month period. Statutory holidays paid according to employment standards legislation.

All qualified applicants—women *and* men—are encouraged to apply. Please submit a cover letter and resume, attn: The Rev'd Marion Wong, to info@stmstl.org, and with the subject line "Parish Administrator position" by **Friday March 29, 2019**. No phone inquiries please.