

ST. JOSEPH OF NAZARETH BRAMALEA

290 Balmoral Drive

BRAMPTON, ONTARIO

www.stjosephofnazareth.church

JOB POSTING: OFFICE ADMINISTRATOR

POSTING: MAY 23, 2024

CLOSING: JUNE 7, 2024

St. Joseph of Nazareth Anglican Church is a warm, welcoming and diverse parish that is devoted to serving its members and community.

JOB SUMMARY:

We are seeking a highly organized and detailed-oriented Office Administrator to work directly with the Parish Priest, liaising with Parish and Ministry leaders to carry-out the administrative functions for our Parish. The Office Administrator will be responsible for overseeing daily office operations, managing administrative tasks, and communicating with the Parish and the community we serve. The ideal candidate will have strong leadership skills to work independently or on a team, excellent communication abilities, be able to keep information confidential, have excellent time management skills, strong interpersonal abilities and a solid understanding of office management procedures.

RESPONSIBILITIES

The following duties are diverse and crucial to the smooth operation of the church office.

- Greeting visitors and professionally answering phone calls
- Interacting with Church leadership, members and community members
- Booking and managing space
- Updating master calendar of activities taking place in the Parish

- Overseeing the maintenance of office equipment and coordinating repairs as needed
- Procuring office supplies in a timely manner
- Establishing and maintaining office files
- Preparing, reviewing and sending communications on behalf of Incumbent and Parish Leaders
- Inputting financial information (e.g. bills, invoices, etc) under the supervision of the Treasurer using QuickBooks and inputting donations/givings and generating tax receipts using Power Church software.
- Supporting weekly liturgical planning (e.g. printing order of service, sending notices via email and developing and uploading slide deck for Sunday Service).
- Other duties may be assigned from time to time

- **Required Qualifications**

- Proven prior experience in an office administration or similar role within a faith-based or not-for-profit organization.
- One to, two years prior experience in supporting a senior leader and /or a post secondary certificate, diploma or degree in Office Administration, Business Administration, Office Management or related field
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, Power Point and Excel). Knowledge of Quick Books and willingness to learn church data base (e.g. Power Church) an asset
- Excellent written and verbal communication skills including editing and proofreading.
- Excellent organizational and time-management skills with the ability to prioritize tasks, multitask and work well under pressure

Work hours will be 4 hours per day, 4 days per week in the office. In consultation with the Parish Priest, you will set your own weekly schedule within the parameters of normal business hours (9:00am-5:00pm).

Hourly Pay: \$21.00

BENEFITS

- Paid vacation

Contact us to apply with your Cover Letter and Resume:

cw-stjosephofnazarethbramalea@toronto.anglican.ca