



The Parish of St. Mark – Ocean Park

OFFICE ADMINISTRATOR MINISTRY DESCRIPTION

We are seeking an Office Administrator to join our vibrant community. The ideal candidate will have a working knowledge of office administration and be willing to grow into the job in areas of electronic and creative communications.

This is a part-time position of 20 hours per week.

We are a faith-based community and maintain a positive work environment to our employees.

The employee will report to the Rector and a parish Warden.

Description of Responsibilities

Tasks include the below, but are not limited to:

Administration

- ☞ Maintaining the Parish office, including supplies and equipment
- ☞ Aiding correspondence for the office, such as emails, letters, packages, and phone calls
- ☞ Maintaining the Parish calendar and managing building use including rentals
- ☞ Maintaining records including the Parish Directory, the Memorial Garden, staff vacations, and Screening in Faith
- ☞ Supporting the Parish Treasurer in data entry, cheque requisition, and preparing invoices
- ☞ Completing annual forms and statistics
- ☞ Overseeing church facility maintenance and security operations
- ☞ Building and maintaining relationships with the congregation and community
- ☞ Attendance at weekly staff meeting

Communications

- ☞ Assisting the priest(s) in the creation of Sunday bulletins, weekly newsletters, and other publications (posters, annual reports, etc.)
- ☞ Managing the Parish website
- ☞ Sending weekly emails

Skills & Qualifications

- ☞ Communication skills, like having a pleasant demeanour and the ability to work with various types of personalities within an office setting
- ☞ Organizational skills to assist multiple people at one time with various tasks
- ☞ Above-average MS Excel, Word skills and ability to learn other communication platforms such as Canva
- ☞ Attention to detail to submit work or send communications without error
- ☞ Adaptability and flexibility to adjust priorities for whatever task is most important at any given time
- ☞ Ability to handle sensitive information
- ☞ Leadership skills to take control of a situation and make quick decisions when necessary
- ☞ Submission of a Police Information Check with Vulnerable Sector Check every 5 years
- ☞ Knowledge of PowerChurch data platform helpful

Salary will be based on experience, skills, education, and performance.

Benefits:

Option to join the **Diocesan Lay Workers Benefits Plan** (MSP, Dental, Extended Health, pension benefits).