

Good Shepherd Anglican Church seeks a highly organized, efficient, and friendly Parish Administrator to support the rector, staff, and parishioners of GSAC. The Admin is most often the first person callers and visitors encounter, so a successful candidate will need to represent us well in the community. GSAC values diversity and welcomes applications from visible minorities, First Nations, Inuit, Metis, and new Canadians.

Hours: ~15 hours/week  
Pay: \$1200/month  
Supervisor: Rector  
Vacation: Scheduled in consultation with the rector  
Minimum of 2 weeks notice required  
2 weeks  
Review: To be conducted annually by the rector

In a typical week, the Parish Administrator:

- Sends out our Weekly Roundup of parish announcements, prayers, and news
- Creates engaging graphics for the Weekly Roundup & social media, and ensures they are shared widely across the interwebs
- Creates a slide deck for use in worship
- Keeps the website & especially its calendar up to date
- Routinely checks voicemail, returns calls promptly, and knowledgably informs callers about what's going on at church and directs them to the right place
- Organizes a roster of volunteers when we have in-person worship
- Facilitates our relationship with tenants to serve as a fair landlord that keeps a safe facility during the coronavirus pandemic
- Keeps in good touch with the diocese, tenants, and other community partners to make sure everyone has the documents and supplies they need
- Organizes all files to make sure the church has accurate records for its needs

Sometimes, the Parish Administrator:

- Staffs rental events to ensure safety and facilitate tenant needs
- Purchases and organizes office supplies
- Does some light cleaning, such as dishes, table & chair rearrangement, picking up trash, changing the paper towel roll
- Performs other tasks assigned by the rector

A successful candidate will:

- Be highly organized and efficient, with great time-management skills
- Communicate effectively across generations and with part-time staff and volunteers who aren't always immediately available by email
- Represent the Church well in all interactions
- Display good judgment and take initiative to solve problems
- Place a high priority on courtesy, safety, and professionalism
- Take direction well

- Be flexible and able to accommodate a varied work week
- Work effectively with the latest technology, including Google Drive, Canva, Squarespace, and social media