**Job Opportunity – Office Administrator**

**St. Paul’s Anglican Church**

**10127 145 Street, Edmonton, Alberta**

**Summary:**

The St. Paul Anglican Church Office Administrator is based at St. Paul’s and reports directly to the Rector of St. Paul’s. The successful applicant will be responsible for providing day to day administrative support to the staff, leadership, and congregation of St. Paul’s, work in partnership with the treasurer to ensure prompt payment of invoices, and oversee all other matters related to the successful administration of a church office. The Office Administrator will contribute to a team seeking to equip, encourage, and empower members of St. Paul’s congregation to connect with God, with each other, and with the community. This team consists of St. Paul’s Rector, Director of Community Outreach, Youth Ministry Coordinator, a volunteer Treasurer, and many other volunteers. This position is a salaried position with an average of 8-15 hours worked per week.

**Salary:**

Salary is negotiable and dependent upon skills and previous experience. Salary discussions will happen at the interview stage.

**Responsibilities include:**

* General phone and in-person reception while in office
* Regular office duties such as filing, copying, typing, ordering office supplies, etc.
* Preparation of materials for Sunday services including the weekly bulletin and service menus, announcements, PowerPoint and EasyWorship projection, and music sheets and preparation of materials needed on an occasional basis, such as vestry agendas
* Take minutes at AGM and other congregational meetings as required
* Reporting to Corporation and Vestry as required
* Building and maintaining a master schedule of Sunday service volunteers and music teams as well as providing weekly reminders to those on the schedule
* Maintaining the church calendar and website, including the calendar of events
* Compiling screening reports re: police checks and intervention record checks as directed by Corporation on employees and volunteers along with overseeing privacy policy
* Preparing for extra services, such as weddings, funerals, and festivals throughout the year
* Preparing cheques for payment
* Entering weekly giving into PowerChurch and process monthly credit card giving
* Processing wire transfers for Missions agencies
* Support bookkeeping processes
* Overseeing items requiring third party support, such as elevator inspections, fire inspections, copier maintenance, etc.
* Liaise with groups that have a connection to or rent space from St. Paul’s
* Update/produce lease and rental agreements for non-member church users
* Update/produce staff employment contracts
* Other duties as assigned

**Qualifications:**

* A mature, stable faith acknowledging the Lordship of Jesus Christ
* Agreement with the values, vision, and mission of St. Paul’s Anglican Church
* Fluency in English
* Excellent communication, interpersonal, problem solving, and decision-making skills
* Experience and/or training in office administration
* Expertise with Microsoft Office Suite (Word, Excel, PowerPoint and Publisher)
* Excellent ability in typing, formatting, and editing
* A self-starter able to work without supervision
* Ability to work well within a team under the direction of the Rector of St. Paul’s and in conjunction with lay leaders and volunteers
* An understanding or openness to Anglicanism
* Prior experience with EasyWorship (projection software) and PowerChurch would be an asset
* Prior bookkeeping experience or familiarity would be an asset

**St. Paul’s Parish**

St. Paul’s is located in west Edmonton on Stony Plain Road and is highly visible to the west-end community. The congregation comes from all over the metro Edmonton area, and represents diverse economic and ethnic backgrounds. For more information explore the website: [www.stpauls-anglican.ca](http://www.stpauls-anglican.ca)

**All applicants must submit the following to be considered for the position:**

1. Letter of application (cover letter)
2. Statement of the applicant's personal faith
3. Resume