



# Holy Trinity

## ANGLICAN CHURCH

~ A Parish of the Anglican Diocese of Edmonton ~

10037 84 Avenue NW  
Edmonton AB T6E 2G6  
t: 780-433-5530  
e: church.office@hollytrinity.ab.ca  
w: hollytrinity.ab.ca

### **Parish Administrator at Holy Trinity Anglican Church**

#### **POSITION SUMMARY**

The Parish Administrator acts as the general office manager of the church office, and assists the Parish Priest, Wardens, and other Parish Staff and volunteers with administrative work.

The position requires excellent organizational skills, strong communication skills, office administration skills, and an ability to work effectively as a part of a team.

The position is 28 hours per week and includes benefits – salary to be discussed upon interview.

#### **QUALIFICATIONS**

##### **Knowledge, Skills, and Abilities:**

- Excellent verbal and written communications skills.
- Strong time-management and task-management skills.
- Strong interpersonal skills.
- Ability to prioritize and achieve results effectively in response to numerous and diverse challenges and demands in an environment of shifting priorities.
- Ability to identify and analyze problems and issues and resolve them or develop alternate solutions.
- Ability to work effectively in a team-based environment.
- Working knowledge of Microsoft Office, MailChimp, Google workspace, QuickBooks, website maintenance.

#### **KEY DUTIES and RESPONSIBILITIES**

##### Office Management –

- Greet visitors to the church during office hours, answering the phone, and checking/responding to the voicemail and emails.
- Distribute postal mail, route incoming emails, and respond to general email inquiries.
- General office filing - Maintains a records management system in accordance with the Diocesan policies.
- Assist with preparation for Parish Annual General Meetings and help prepare after-meeting reports to the parish.
- Acting as recording secretary for Parish Vestry meetings, either live note-taking during a meeting, or from audio recordings afterwards.



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- Is responsible for bookings/rentals of the Church space, in the sending of contracts, maintenance of the Church calendar, distributing fobs, and ensuring Safe Church and Contracts are collected for all booking/rentals.

### Worship Support

Through consultation with the Rector and the Director of Music:

- Prepare weekly worship bulletins, weekly announcements, and special service bulletins.
- Maintain parish prayer lists, including managing incoming prayer requests.
- Communications Support – including website and social media

### Bookkeeping

- Through consultation with the Treasurer and Corporation ensures the financial records are maintained and updated in a timely manner.

### Record Keeping

- Maintain the Parish List.
- Support the work of the Treasurer, including data entry and report generation as needed.

### Miscellaneous

- Additional tasks as assigned.