

Part Time Administrative Assistant – All Saints Anglican Cathedral

Closing Date: Please email a cover letter and resume to admin@allsaintscathedral.ca by Friday, August 25th 2023.

Pay: \$22.00 per hour

Hours: 15 hours per week dispersed between a minimum of 3 days. Scheduling of hours throughout the week is to be determined in consultation with the Dean. Additional hours during busy liturgical seasons (Easter, Christmas etc.) will be needed. All hours are required to be fulfilled in the office unless otherwise negotiated.

Example of a Possible Schedule:

Tues. 9:00am - 1:00pm, Wed. 9:00am – 1:00pm, Thurs. 9:00am – 1:00pm, Fri. 9:00am -12:00pm

We are looking for a self-motivated person with administrative experience who is friendly, organized, has a wide range of skills – including proficiency in Microsoft Excel, Word and Outlook and is confident and capable in learning new software programs. This person must be a clear communicator who is comfortable talking on the phone, composing letters and emails. They must be able to work efficiently and independently as support for the small team of Cathedral staff and be welcoming to parishioners and volunteers. The successful candidate must be able to maintain privacy as the position entails working with both clergy and parishioners.

Responsibilities

Daily

- Check the phone for messages and send the information to the appropriate person.
- Check the admin email and send the information to the appropriate person.
- Open the mail and giving it to the appropriate person.
- Assisting the Dean, Vicar and Music Director with various administrative tasks.
- Coordinating rental inquiries and contracts in a timely and professional manner.
- Welcoming visitors and guests to the Cathedral.
- Assisting volunteers with questions and minor admin tasks in a hospitable manner while prioritizing projects appropriately.
- Maintaining the Cathedral master calendar.

Weekly

- Creating and proof-reading bulletins, adding the music as it is available and printing the bulletin on Friday mornings. (Bulletins will be prepared, but music will be added late in the week and could change Friday morning after Thursday choir practice, hence printing on Friday).
- Emailing the weekly digital newsletter including bulletin and YouTube service link.
- Creating the YouTube link for services.
- Scheduling contractors with a designated maintenance coordinator.
- Mail – making sure cheques and bills are mailed in a timely manner.
- Creating graphics on Canva.

Monthly or Seasonal

- Maintaining and creating worship rosters, Manna Market, Sunday hospitality and outreach volunteer schedules.
- Ordering cleaning, office and kitchen supplies as needed.
- Creating a monthly activity calendar.
- Recording meeting minutes.
- Creating graphics on Canva.
- Creating posters and social media posts.

As Needed

- Managing Cathedral mailouts over the year, approximately two to four a year.
- Assisting the Dean and Vicar with special projects.