

Church of St. Barnabas Job Description

Position of Parish Administrator

The Church of St. Barnabas, Saint-Lambert, is seeking a dynamic and dedicated individual to fill the position of Parish Administrator for a one-year contract, with possibility of renewal. This is a part-time position (16 hours per week) with the possibility of a flexible working schedule.

POSITION SUMMARY:

The **Parish Administrator (PA)** serves as the Church receptionist; provides administrative support to the priest and other staff, both remunerated and volunteer; may execute financial/bookkeeping duties as requested in coordination with the Treasurer; coordinates facility scheduling, maintenance and special events; orders office supplies; and partners with the priest, staff and congregation in fostering a climate of hospitality and support.

POSITION DESCRIPTION:

The **Parish Administrator (PA)** manages the day-to-day operations of the church office. The **PA** is the first person visitors and newcomers come across at the church, whether by phone, by e-mail or in-person. As a result, the **PA** is essential to the church's public image and outreach.

The **PA** manages communications on behalf of the church including producing the weekly service bulletins and any special bulletins. The **PA** communicates to the congregation news of events and other special events through e-mail or social media. The **PA** may assume responsibility for publishing the parish newsletter. The **PA** may handle requests from people, both within and outside the church, for financial, counseling and emergency support, and must therefore remain current about locally available resources and be able to direct the enquiries appropriately.

The **PA** performs a wide range of office-related duties, such as ordering supplies, managing the church schedule, maintaining files and handling church correspondence, as well as scheduling maintenance personnel and deliveries. The **PA** needs strong word processing skills and basic computer knowledge, excellent communications skills (verbal and written), and familiarity with office equipment such as photocopiers. The **PA** may also assist with bookkeeping duties, and may help to update the church's website. Other responsibilities include updating handbooks, maintaining church records, and ensuring government documents are filed on time.

The **PA** takes care of the administrative and support requirements of the priest and other church staff members. This includes answering phone calls and taking messages, and assisting with correspondence.

The **PA** coordinates the renting of church facilities and enforcing church policies for facility use, including ensuring proof of insurance. Other property management duties may include overseeing the maintenance and security operations of church facilities and maintaining an inventory of supplies and equipment.

Qualifications:

- Discretion and empathy
- Patience
- A positive attitude
- Strong problem-solving and organizational abilities
- Excellent interpersonal skills
- Autonomous, independent and self-motivating
- Accuracy and attention to detail
- Committed to the vision of St. Barnabas and its priest and congregation

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Technical Skills:

- Bilingual (English & French), spoken and written
- Advanced knowledge of Microsoft Office (Excel, Word); able to work with graphics
- Knowledge of Simply Accounting (Sage) software
- Basic accounting knowledge is an asset
- Experience with social media and website update/maintenance
- Knowledge of non-profit legislation

Other Requirements:

- High school certificate; college or university is an asset
- Minimum 5 years relevant experience in administrative support
- Familiar with South Shore communities, institutions and networks
- Experience with Anglican church processes or faith-based work preferred
- Ability to work in a fast-paced environment with multiple demands