

# TRINITYOTTAWA

## Parish Administrator

The Parish Administrator manages the work of the church office, supports the Incumbent, Treasurer, and Wardens. And is the friendly face of the Trinity community during their office hours.

**Reports to** the Incumbent and Corporation

**Permanent Part time 18 hours/week**

**Salary: \$15 - \$18 per hour (commensurate with experience)**

**Reception** (Office hours: Tues/Wed/Thurs 10:00 – 2:00pm)

- Receive and direct visitors, answer and screen phone calls and emails, manage voicemail process, incoming and outgoing mail, and with guidance from the Incumbent, manages walk-in/phone benevolence requests

### **Clerical/Administrative**

- Maintain: database, parish mailing list, and other filing system records
- Maintain: daily office supplies, photocopier and computer maintenance
- Prepare and print reports, letters, and other documents as required
- Maintain a BF (bring forward) file for members of Parish Council, and remind volunteers as necessary of current tasks
- Take minutes for Parish Council and Vestry Meetings
- Collect, organize and print the Annual Report to Vestry
- Maintain church bookings calendar, prepare rental agreements, signatures, coordinate and book rentals of church sanctuary and halls
- In collaboration with Volunteer coordinators ensure Vulnerable Sector Police Record Checks are up-to-date for volunteers and filed, maintains schedules of volunteer duties and tasks, and provides support for these ministries as needed
- Other duties as required

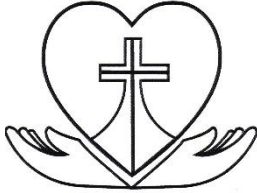
### **Parish Communications and Marketing:**

- Prepare weekly bulletin and worship booklets, gather, prepare and if need be design informational posters, pamphlets, and other material as needed for print and electronic publication
- Post weekly bulletin to Trinity's website, update web information to reflect timely parish news and events, send out electronic newsletters and announcements via MailChimp, Twitter, and Facebook, post information on bulletin board

### **Essential Qualifications:**

- Skilled in office administration, organization, time management and oriented to detail
- Knowledge of Microsoft Suite programs and Database Management (knowledge of Power Church Plus a definite asset).
- Adept at all forms of communications and basic marketing skills

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- Confidentiality, a professional manner, strong interpersonal skills, experience serving people from diverse backgrounds, patience, understanding, and a sense of humour are important
- Understanding of, or willingness to learn about structures, and procedures within the Anglican Church of Canada, the Ottawa Diocese, and the life of the Trinity Community

**Desired Qualifications:**

- Degree/diploma in related field (eg. Office Administration)
- Bilingualism an asset (English/French)

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