

Parish Administrative Assistant

St. James Anglican Church - Kingston, ON

Part-time

St. James Anglican Church is looking for a part-time Parish Administrative Assistant. The Administrative Assistant is the first contact for parishioners and the public and demonstrates sensitivity and tact as well as excellent communication skills. The ideal candidate has a minimum of 5 years of office experience and a working knowledge of Windows platforms coupled with the ability to maintain confidentiality, work under pressure, make informed decisions within clear guidelines and effectively deal with interruptions. The successful candidate will demonstrate a proactive approach to the position and have excellent writing and proofreading skills.

The responsibilities of the Parish Administrative Assistant include:

- Prepare Sunday worship bulletins and PowerPoint slides;
- Direct requests for information or pastoral needs to the appropriate person;
- Prepare templates and maintain and document all processes, including baptisms, weddings and Screening in Faith;
- Maintain all electronic and paper files and administer the parish email list notifications;
- Produce vestry and Diocesan reports;
- Anticipate needs of clergy and parishioners for cyclical events in the church calendar;
- Liaise with third parties, including facility renters and service people, and maintain a schedule of facility usage;
- Purchase office supplies; and track and control keys, locks and passcodes.

St. James Anglican Church is an inclusive and dynamic parish, located on the Queens Campus at 10 Union Street West, Kingston K7L 2N7.

The Parish Administrative Assistant is a part-time position of 15 hours/week Tuesday to Friday.

Please send your resume and cover letter by Sept 30, 2017. We appreciate all expressions of interest in the position; however, only those candidates selected for an interview will be contacted. No telephone calls, please. Resumes can be emailed to wardens@stjameskingston.ca.

As per diocesan requirement, the successful candidate will be required to complete the Screening in Faith process and provide a Police Records Check.

Job Type: Part-time