
THE ANGLICAN PARISH OF ST. PETER

**755 Elm Street
Winnipeg, Manitoba
R3M 3N8
204-488 8093**

POSITION DESCRIPTION – PARISH ADMINISTRATIVE ASSISTANT

Part time position – 16 - 20 hours per week

POSITION DESCRIPTION

The Parish Administrative Assistant serves an important role at St. Peter's by providing administrative services and support to the parish priest and the parish at large as it fulfils its mission. He/she ensures the day-to-day administrative aspects of the church operations are coordinated and delivered. Through providing a central focal point for the overall delivery of parish administrative matters the Parish Administrative Assistant's key required outcome is to "establish, maintain and enhance an efficient, effective, welcoming and respectful parish office focusing on the creation and delivery of an administrative structure that supports the parish's mission and related strategy and goals."

SKILLS REQUIRED

- excellent organizational, time management and problem-solving skills with ability to work independently
- solid working knowledge of and experience in the use of computer software (e.g., email, Microsoft Word, Excel and Power Point) coupled with advanced typing skills
- working knowledge of the use of the internet with related knowledge of social media being an asset
- ability to manage and update websites
- strong interpersonal skills
- well-developed oral, written, observational and listening communication skills
- a mature, nurturing, positive, and collaborative mind set
- well versed in office coordination/management, with the ability to coordinate long-term administrative projects
- ability and insight to uphold St. Peter's parishioners and display discretion, respect, compassion
- ensure confidentiality (a clear-desk policy is important) – the importance of this cannot be overstated
- solid experience in nurturing and working with volunteers
- appreciation of Christian theology and familiarity with the Anglican faith tradition is beneficial

QUALIFICATIONS / EXPERIENCE

- at least 2 to 3 years' experience related to the successful delivery of office administrative support services

DETAILED DESCRIPTION

Revised 14Oct25

Major Duties/Responsibilities:

- Service bulletin preparation (this task is done collaboratively with the parish priest)
- Administratively support the parish priest and the Corporation in the execution of their responsibilities
- Communicate with organizations/individuals and respond to phone and email inquiries, filing, liaising with the diocesan office and other parishes on administrative matters and projects
- Web Site maintenance/administration as it relates to posting and updating information
- Arrange, facilitate and manage building rentals
- Record financial offerings and send receipts and statements where necessary and communicate with the parish treasurer as required
- Regularly update electronic sign
- Coordinate and schedule online meetings via Zoom
- Coordinate Criminal Record and Abuse Registry checks and arrange for Orientation to the Diocesan Abuse Policy and the Diocesan Respectful Workplace Policy as required for parish leaders
- Comply with the diocesan Sexual Misconduct Policy, the diocesan Children, Youth, and Vulnerable Adult Protection Policy, and the diocesan Respectful Workplace Policy
- Prepare reports, statements, and presentations as needed
- Other related duties as required
- Reports to the Incumbent (or Wardens)

HOURS

- 16-20 hours per week
- Schedule to be determined

SALARY

- As per Letter of Offer

VACATION

- Based on the Employment Standards Code (Manitoba)
- To be taken within the calendar year
- Dates to be approved by the Rector and/or the Corporation