

St. James' Anglican Church
520 Ellis Road, Cambridge, ON

Job Posting
Office Administrator

Primary Responsibilities:

To maintain the church office and provide administrative support.

Skills:

- Be committed and reliable with a friendly, caring personality
- Strong communication skills
- Ability to maintain strict confidentiality
- Sound typing skills
- Strong organizational skills with the ability to prioritize tasks effectively
- High level of ability to be proactive and take initiative
- Working knowledge of office equipment: photocopier, computer
- Working Knowledge of Microsoft Word, Excel, Internet, Outlook
- Pleasant telephone manner
- Understanding of Anglican Church structure would be considered an asset

Responsibilities:

- Produce bulletins for all church services
- Add service presentation slides to streaming Program (EasyWorship)
- Set up monthly Volunteer Schedules
- Update Pew News Weekly
- Update Electronic Sign
- Program Fobs for individuals and for special events
- Maintain up-to-date parish lists
- Keep events calendar updated
- Take minutes at Parish Council Meetings
- Schedule Use of Building Events
- Maintain a master list of all Safe Church
- Prepare Newsletters
- Produce/Submit Annual Vestry Reports
- Manage office mail
- Keep sanctuary tidy and pews stocked
- Other duties as assigned

Additional Job Details

- A current vulnerable criminal record check will be required
- French is not required
- This is an in-office position, Monday to Friday with occasional evening or weekend availability for meetings or special events
- Expected hours: 20 per week

Kindly apply to office@stjamesang.ca with a resume and cover letter with "Office Administrator" in the subject line.