

St. Andrew's Anglican Church



Celebrate + Cultivate + Connect

...grounded and growing in Christ

Position: Administrative Assistant

Hours: 15/week

Remuneration: \$23.00/hour, paid biweekly

Start date: January 3rd 2023, orientation and a probationary period provided.

St. Andrew's seeks a permanent, part time Administrative Assistant who is personable, professional and works well in a small team. The Administrative Assistant is responsible for the front office, the day-to-day administrative life of the church and cemetery, and is an important representative of the church to the public.

KEY RESPONSIBILITIES

A) Church Administration

- Daily office correspondence
- Prepares weekly Sunday bulletin and Newsletter as well as bulletins for special services (Holy Week, Christmas, Easter, funerals, weddings)
- Coordinates facility and parking rentals and prepares all invoices, receipts and contracts
- Maintains parish lists, calendars, memorial flower lists and ministry rosters; electronic and paper filing systems.
- Prepares all communion, baptism, funeral and marriage documentation and completes registers
- Maintains website and annual subscriptions for IT related products
- Provides general administrative support to Incumbent and Wardens and to parish groups when occasionally required (ex: Yoga)
- Assists in "The Gift" Farm-Garden Administration: expense accounting and partner liaison
- Maintains office and janitorial supplies including pick up of supplies as required
- Orders all worship needs – envelopes, ODS, calendars, desk calendars, wafers
- Maintains office equipment and security cameras.
- Assists in preparation of yearly AGM report and completes all stats as required
- Coordinates Safe Church training and other initiatives with the Incumbent
- Readies invoices and receipts on all incoming funds through mail, etransfers, PAG, church offerings.

- Maintains petty cash
- Remits payroll for St Andrew's to Diocese by due date requested
- Schedules yearly maintenance (fire safety inspection, furnace, windows, parking lot sweeping, irrigation, snow removal) and coordinates garbage removal with contractor
- Prepares and Liaises with Diocesan archivist for storage of files/documents/items to archives
- Renews One License subscription and records all copyrighted songs used for worship
- Updates electronic sign as required

B) Cemetery Administration

- Maintains paper and online records for all plots and burials
- Prepares administrative documentation for plot sales and interments and maintains burial register
- Invoices for cemetery services
- Liaises with grave-keeper and other contractors
- Files annual Consumer Protection Place of interment License renewal

C) Offerings & Envelopes

- Assists with Sunday offering, prepares recon sheet, prepares and delivers deposit.
- Sends Diocese all preauthorized and envelope giving registrations/ cancellations
- Tracks parishioner and non-parishioner giving, addresses, and produces annual tax receipts
- Creates offering envelopes each year and for any special funding initiative
- Produces annual reports to the Treasurer: PAG totals for budgeting, CRA tax receipt totals, End Year Donor totals, median donation stats
- Assigns monthly PAG totals to donor accounts as well as etransfer offerings by parishioners

ACCOUNTABILITY AND RESPONSIBILITY

The Administrative Assistant is accountable to the Incumbent and Wardens and in their absence, Church Council. Orientation and probationary period provided. There are annual reviews for this position.

QUALIFICATIONS & ASSETS

Proficiency in all Microsoft Office Programs

Proficiency in basic social media (template-based website/Facebook)

Excellent communication, interpersonal and organizational skills

Knowledge of the Anglican church and liturgy is an asset

REQUIREMENTS

Criminal records check (bond and vulnerable persons)

Safe Church training modules

Signed confidentiality policy and signed letter of employment

Adherence to Diocesan/Parish communicable disease prevention plans and/or

Provincial Health regulations

APPLICATIONS

Thank you in advance to all who apply for this position. Only applicants shortlisted for an interview will receive a written response. Please include a cover letter with your application and send by email to standrewskelowna@gmail.com