

**CHURCH ADMINISTRATOR**

**All Saints Anglican Church – Profile**

All Saints Church is the grey stone church on the north-west corner of Broadway and Osborne. The congregation is a vibrant, diverse community which reflects both the City and its surrounding West Broadway neighbourhood. It is proud of its beautiful heritage building and traditional Anglican services. The music ministry is strong, with a fine choir and organist.

For decades, All Saints has been committed to outreach in the West Broadway community. It is joint owner of West Broadway Commons, a 12-storey, 110-unit housing project next door with affordable and at-market apartments. It is also home to *Kakinow Ntomakanik*, an inner-city healing ministry working with Indigenous people, and a partner with Young United Church in West Broadway Community Ministry.

All Saints is entering a new era. We are in the process of selecting a new Priest and we are re-examining our mission and vision, open to new ways to grow as a congregation and serve our larger community. The Church Administrator will be key to this exciting process.

**Position Description**

Reporting directly to the Rector, the Church Administrator provides supports to Honorary Assistants, our four Wardens (lay leaders), the Music Minister, the Treasurer, the Property Committee Chair and other committee chairs and ministry coordinators.

Responsibilities:

* Handles reception duties for all visitors and callers and responds to queries in a timely manner
* Produces all forms, lists, written and graphic/presentation materials required for worship or for the Rector
* Co-ordinates rosters for worship ministries
* Updates the website and liaises with the Communications Ministry Team Coordinator and the webmaster on changes, improvements
* Liaises and provides support to the Custodian and the Chairs of the Property and Special Projects Group regarding reported problems, contracts and contractors, including keeping a log of all service persons who come to the property
* Performs regular basic bookkeeping tasks, monthly bank reconciliations and monthly statements with oversight from the Treasurer
* Generates, compiles and distributes reports
* Prepares and distributes Minutes at the Annual General Meeting, Corporation and Vestry meetings
* Co-ordinates and maintains the church calendar with St benedict’s table and other users/renters of our facilities
* Handles bookings and rentals for weddings and co-ordinates support with the wedding host contact
* Manages the office, including the office budget, ordering, and maintaining equipment and supplies, keys, filing and mail

Requirements:

* Minimum Grade 12 diploma
* Three years’ experience in a related capacity preferred
* Proficiency in Microsoft Office, PowerPoint, Excel and donor relations and website management software
* Excellent written, verbal, digital communication (updating website) and information management skills
* Basic Accounting and Bookkeeping skills
* Ability to communicate with compassion, sensitivity, discretion, and confidentiality
* Ability to handle competing demands with good judgement and tact
* Knowledge of the Anglican Church structure and culture is an asset

Working Conditions:

* Monday to Friday, approximately 9am-5pm
* September 1 to May 31 – 35 hours per week
* June 1 to August 30 – 28 hours per week
* Work is expected to be done in the office 5 days per week. Accommodation will be made for COVID restrictions or other compelling reasons
* Moderate overtime
* Work Location: 521 Broadway, Winnipeg MB R3C 1B9

Compensation and Benefits:

* Salary - $20 to $25 an hour (equivalent to $40,000 to $50,000 per annum)
* Pension and Long-Term Disability coverage
* Benefits package negotiable
* Paid vacation, terms negotiable

Please forward your application (resume and cover letter) to:

Carl Harrison, Human Resources Ministry at allsaintswpghr@gmail.com by February 24, 2021.

*All positions are subject to Criminal Record and Child Abuse Registry checks. Applicants may be required to undergo testing to determine the knowledge, skill and ability required for position.*

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Unfortunately, we cannot accept telephone inquiries at this time.

All Saints Anglican Church is committed to equity and diversity and has undertaken to increase responsiveness to equity-seeking groups by promoting a workforce that is representative of the congregation we serve.

Accommodations for accessibility purposes are available for candidates taking part in all aspects of the selection process.