



*A worshipping community | rooted in an ancient future*

*A liturgical community | anchored by an open table*

*A practicing community | sent beyond our walls*

## *Communication and Administration Coordinator Job Description*

<b>Position:</b>	Communication and Administration Coordinator
<b>Reports to:</b>	Rector
<b>Job Type:</b>	Part-time, permanent
<b>Location:</b>	Works from home, with on-site responsibility
<b>Hours of Work:</b>	20 hours/week
<b>Salary:</b>	\$20-\$25/hour, based on experience
<b>Start date:</b>	September 1, 2021

---

### *KEY RESPONSIBILITIES*

#### **1. Managing Communications**

- Acting as the communication hub of the parish, the administrator ensures communication is upheld between the diocese and the local congregation, the synod delegates and congregation, the Executive and Kitchen Table, and the wider community and the church.
- Managing the general church email (reading, responding, forwarding as appropriate)

#### **2. Coordination of Volunteers**

- Recruiting, scheduling, and managing volunteers for Sunday services and special events

#### **3. Managing the Online Presence of saint benedict's table**

- Managing social media platforms for saint benedict's table
- Uploading materials to church website (e.g., sermons, podcasts, calendar updates)

#### **4. Planning & Management of Gatherings**

- Coordinating and maintaining church calendar with All Saints
- Coordination of saint benedict's table community events

## 5. Administrative Duties

- Ordering and maintaining parish equipment and supplies
- Maintaining records (e.g., mailing addresses, the record book of baptisms, weddings and funerals)
- Developing a filing system and maintaining church files
- Providing assistance with printed liturgical material as needed.
- Compiling and distributing meeting minutes, AGM reports, etc.
- Providing oversight to church calendar (e.g., ensuring no overlap in scheduling, tracking important dates and anniversaries, etc.)
- Managing subscription services

## 6. Financial Tasks

- Maintaining a data base of donors and keeping track of donations
- Preparing and distributing tax receipts
- Performing basic bookkeeping tasks, monthly bank reconciliations and monthly statements
- Depositing offerings
- Preparing monthly expense reports (office supplies etc.)

Other duties as assigned

## QUALIFICATIONS

- Ability and willingness to develop an understanding and support for the mission and purpose of saint benedict's table
- Minimum 3 years relevant experience preferred
- Proficiency in Microsoft Office, Excel, and PowerPoint (or Keynote, the Apple equivalent)
- Familiarity with a website platform such as SquareSpace will be an asset
- Experience in volunteer management
- Excellent written, verbal and digital communication skills
- Able to communicate with compassion, sensitivity, discretion and confidentiality
- Ability to work independently and with minimal supervision
- Knowledge of the Anglican church structure and culture is an asset
- Completion of a Criminal Record Check is required.
- The successful candidate will be expected to familiarize themselves with the "Building Healthy Communities" document prepared by the Diocese of Rupert's Land

## TO APPLY

Please submit a CV and cover letter to saint benedict's table, c/o Jamie Howison, by email at [jamie@stbenedictstable.ca](mailto:jamie@stbenedictstable.ca) Deadline for applications is July 31, 2021