



The Church of Saint John the Evangelist (Anglican), Hamilton, ON is seeking a **Parish Administrator** to run the church office, look after the church website, and connect with members of the parish and the general public in support of the parish's various ministries. The ideal candidate will be a mature Christian who is well organized and dependable, has a working knowledge both of Microsoft Office and of bookkeeping principles (Intuit Quickbooks), and is adept and creative in working with software for the web. The ideal candidate will also be friendly and welcoming, capable of working both independently and with others, able to encourage and support others, and able to respect their confidentiality and privacy.

At the Church of Saint John the Evangelist, we understand our mission as a participation in God's own mission. "God calls us to help people become followers of Jesus, equipped for ministry in the church and in the world through nurture, evangelism, worship and service" (Parish Mission Statement). Saint John's is an Anglican parish in the Diocese of Niagara, located in west downtown Hamilton in the heart of the Locke Street neighbourhood, at the corner of Locke Street South and Charlton Avenue West. The parish is also known as "the Rock on Locke."

The Parish Administrator will:

- ensure the timely distribution of worship materials for the parish's several weekly services;
- manage the day-to-day bookkeeping, entering bills, invoices, expenses, and deposits into the accounting system, printing and mailing cheques and payments, reconciling bank statements, and supporting the parish Treasurer and Corporation;
- keep the church website up-to-date, attractively presented, and user-friendly;
- answer the telephone, receive and respond to phone messages, e-mail, and written correspondence, coordinating communications with parish volunteers throughout the week;
- coordinate all administrative tasks as needed, such as filing, ordering of supplies, updating church database, volunteer scheduling, planning calendar;
- assist and facilitate various ministries, such as Wednesday Morning Service, special mailings, concert administration, following up with worship volunteers, etc.;
- provide a friendly presence in the church office three mornings per week;
- take on additional duties as assigned by the rector and churchwardens.

An initial one-year contract is being offered for this part-time position, which will begin with nine hours (9) of employment per week, spread over three (3) mornings. There is a possibility that additional hours will be added in the future.

The Church of Saint John the Evangelist embraces diversity and is committed to creating an inclusive workplace. We welcome applications from all qualified persons.

To apply, please send your application to the Church of Saint John the Evangelist care of the church office at office@rockonlocke.ca no later than **September 16, 2022**. We thank all applicants; however, only those selected for an interview will be contacted. No phone calls please.

Visit our web site at: www.rockonlocke.ca