

EMMANUEL ANGLICAN CHURCH ARNPRIOR			
Job Title:	Parish Administrator/Envelope Secretary	Job Category:	n/a
Location:	Parish office, 287 Harrington St, Arnprior, Ontario, K7S 2V2	Travel Required:	No
Position Type	Part time 2 days per week Tuesday & Thursday September to June	Contact	Parish Administrator
Applications Accepted By:			
E-mail: emmanuel_office@bellnet.ca		Mail:	
Attention: The Wardens – Application for position of Parish Administrator		The Wardens, Emmanuel Anglican Church 287 Harrington St, Arnprior, ON, K7S 2V2	
Job Description			
<p>Role and Responsibilities</p> <p>Parish Administrator</p> <ul style="list-style-type: none"> • Secretarial duties for Rector, Wardens & committees • Contact point for visitors and incoming telephone, facsimile, email & mail • Preparation of weekly service bulletins with the Rector, quarterly newsletters, Vestry reports • Take & publish minutes of yearly Vestry meeting monthly Parish Council meetings (2nd Tuesday evening) • Maintain the Parish list • Process hall rental requests (rental form) maintain hall use calendar • Prepare schedules for servers, readers, greeters, etc. • Maintain office supplies and equipment. <p>Envelope Secretary - In confidence</p> <ul style="list-style-type: none"> • Record and maintain on a weekly basis parish envelope givings • On a timely basis provide weekly reports to the parish treasurer • Prepare yearly income tax receipts <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Ontario Secondary School diploma or equivalent • Computer literate proficient in Microsoft Word, Excel, Access, Power Point, • Be prepared to learn use of DONATION and ACCOUNTS accounting SW • Knowledge of Facebook, Zoom • Uploading to YouTube, Facebook, website • Up-to-date Police Records Check <p>Preferred Skills</p> <ul style="list-style-type: none"> • Able to work alone & without close supervision • Effective communication skills with parish leaders, congregation and the public. • Able to keep confidences • Organizational skills 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	DB & GRB	Date/Time:	Dec 02/20