

St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. St. Clement's is an active church with a dedicated clergy and staff team and a large number of involved parishioners/volunteers. St. Clement's has just completed a major fundraising initiative and is looking forward to the implementation of its strategic and operational goals. For more information about St. Clement's Church please visit www.stclementsto.ca

Ministry Position Title: Parish Executive Administrator

St. Clement's Church seeks a highly motivated and organized Parish Executive Administrator to join our dynamic ministry team. The Parish Executive Administrator will be responsible for all aspects of parish administration. They will provide support for the staff team and church as a whole, taking on a variety of responsibilities to ensure programs, services and church volunteer groups are well equipped to exceed goals.

Duties and Responsibilities:

- Work as a positive member of the church team, ensuring a warm, welcoming and safe environment for all staff, clergy, visitors, partners and volunteers and ensuring parish work is completed to a high standard and in a timely way.
- Oversee and coordinate administrative functions, assess processes, proactively problem-solve and implement improvements within a team environment to facilitate achievement of the goals and objectives of the church.
- Oversee and coordinate the use of church space including rentals and leases for both internal and external partners and user groups.
- Champion the accuracy and currency of church records with use of Church Management software. Support church decision-making with effective use of data and reports from Church Management software.
- Ensure appropriate materials are filed both in the office and with the Archivist.
- Manage procurement and vendor relationships for office needs, IT & training needs, and worship related materials.
- Undertake and assist in the management and coordination of projects such as stewardship campaigns and special events as required.
- Provide executive-level support to the clergy as well as to the church through development of various meeting materials, annual reports, calendars, etc. including materials for Vestry, Wardens' meetings, Parish Council, etc.
- Engage, secure and oversee office volunteers including those at the reception desk.
- Streamline workflows, improve collaboration and facilitate office productivity through effective use of IT solutions and communication tools. Ensure proper access and manage lifecycle of equipment.
- Oversight of St. Clement's Internment Courtyard.
- Other duties as assigned.

Requirements:

- Post Secondary Education in a related field of study.
- Five plus years of relevant progressive administrative experience.

- Demonstrated effectiveness within a faith based, not-for profit working environment a major asset. Confidentiality and discretion are essential.
- Exceptional problem-solving, organizational, interpersonal, communication and relationship management skills with careful attention to accuracy, timeliness and detail.
- Proven ability to develop and roll-out standard administrative procedures.
- Ability to manage multiple priorities and take initiative to move projects forward.
- Advanced expertise in office productivity solutions, including Google Workspace, Microsoft 365, Zoom and Constant Contact, with a strong focus on platform administration and office automation to drive efficiency and collaboration.
- Proficient in CRM (Customer Relationship Management), leveraging data and platform capabilities to streamline parish operations, enhance decision-making and support strategic initiatives.
- Must be able to work both collaboratively and independently with some flexible hours for meetings and special events.

Terms:

- This is a full-time position, 37.5 hours per week
- The successful candidate will work on-site at our growing church in midtown Toronto
- Compensation package: salary range \$65,000 to \$70,000/yr commensurate with experience, plus pension and benefits
- The Parish Executive Administrator works closely with the Administrative & Communications Associate, Bookkeeper and Property Manager and reports to the Rector, the Associate Rector and the Church Wardens

Application Process: If you are interested in this position, please submit your cover letter and resume to the Rector at hr@stclementsto.ca. **The application deadline is Monday, January 6, 2025.** We thank all applicants, however only candidates selected for an interview will be contacted. St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.