



St Georges Memorial
Anglican Church Oshawa

Job Posting & Description

Parish Administrator – St. George's Memorial Oshawa

Title:	Parish Administrator	Remuneration:	Based on relevant experience
Time:	Approx. 15 hours per week	Start Date:	February 1, 2026, or earlier if mutually agreeable.
Term:	Permanent, part time		

Parish Description:

St. George's Memorial Church is an active and growing Anglican church located in downtown Oshawa at the corner of Centre Street S. and Debwewin Miikan Street. Our parish is a caring, Christian community within a welcoming church that provides Christian learning for life, an inclusive, participatory style of worship, an inviting church environment and a vibrant outreach ministry.

Position Description:

The Parish Administrator serves as the central administrative support for the parish, ensuring the smooth, efficient, and welcoming operation of the church office. This in-person role combines administrative, secretarial, and reception responsibilities, with a strong emphasis on excellent customer service to clergy, staff, parishioners, volunteers, and visitors. As the first point of contact for those who visit or call St. George's home, the Parish Administrator plays a vital role in creating a warm, professional, and respectful experience that reflects the mission and values of the parish community.

Responsibilities:

Administrative Support

- Prepares bulletins for multiple services on a weekly basis. Liaises with the Incumbent, Music Director, and ministry leaders to ensure the correct information is included. Proofreads and prints according to the weekly schedule.
- Provides administrative support to clergy, staff and the wardens, including scheduling appointments, preparing correspondence and reports, handling phone calls and emails.
- Responsible for preparing the vestry reports each February.
- Handles all incoming and outgoing mail and email. Organizes, prioritizes and directs mail and email to the appropriate individual(s).
- Maintains adequate inventory of regular and seasonal office supplies.
- Maintains and updates parish schedules, calendars, records, registries, parish manuals and brochures as well as rental and licensing agreements.
- Posts required workplace and Diocesan information and keeps the information neat and up to date.

- Is responsible for other administrative-related duties that in consultation and agreement with the parish priest and/or wardens may emerge from time-to-time.
- Regularly coordinates with the Bookkeeper, Treasurer, Envelope Secretary and other related staff and volunteers involved in the process of church bookings (weddings, funerals, special events etc.)

Customer Service

- Serves as a first point of contact for parishioners, renters, vendors and other individuals looking to contact with the church office, priest, wardens and staff.
- Fosters positive relationships with all clergy, staff, wardens, ministry leaders, and volunteers through effective communication and reliable support.

Qualifications:

- Minimum three years previous administrative, office management, or secretarial experience; church or nonprofit experience preferred.
- Exemplary customer service skills
- Excellent written and verbal communication skills.
- Proficiency with office software including Word, Excel, Publisher, PowerPoint and Outlook
- Demonstrated organizational strength, exceptional attention to detail, and the ability to manage competing priorities while ensuring all tasks are completed accurately and on time.
- Proven ability to maintain confidentiality and exhibit discretion in handling sensitive information.
- Comfortable working in a faith-based environment and supporting the mission of the church.

Other terms & details

- St. George's adheres to the Diocese of Toronto's Screening in Faith policies. This position is designated as high-risk and, as a condition of employment, requires a satisfactory criminal record check and completion of the diocesan Screening in Faith training program.
- Hours of work: Tuesday - Thursday 10:00 am to 3:00 pm. Some flexibility with work hours may be required leading up to and during peak seasons (eg. Lent and Easter, Advent and Christmas).
- Job Type: Permanent part time

Application Details

If this position is of interest to you, your application or inquiries are welcome! Please submit your CV, along with two professional references, to churchwardens@stgeorgesoshawa.org.

Only successful applicants will be contacted.