



## Office Administrator

The Parish of St. John the Evangelist, Elora, Ontario is seeking a part-time Office Administrator to assist parish leadership in the management of a growing, dynamic community of faith. The position will commence in early October, or as negotiated with the successful candidate.

### OA Responsibilities:

- Communications - newsletters, emails, social media support, online calendar maintenance
- Volunteer police checks - assisting new volunteers in process, monitoring, and maintaining renewals
- Volunteer organization, training, and coordination
- Office equipment maintenance and supplies management
- Managing facility user agreements and insurance
- Meetings as required with the Rector
- Work respectfully at all times in accordance with Diocesan policies.
- Additional tasks as required

### Qualifications and Experience:

- The ability to work flexible hours (anticipated time commitment is 15 - 20 hours per week)
- Candidates should have good communication skills and experience with online tools and social media
- Previous administrative experience would be an asset

### How to Apply:

Interested candidates should apply to [office.stjohnselora@gmail.com](mailto:office.stjohnselora@gmail.com) or mail/deliver applications to 36 Henderson Street, Elora, Ontario, N0B 1S0. The application should include:

- Cover letter
- Resume
- Three references

### Deadline:

Friday, September 27, 2019

### Additional Information:

A benefit package is available through diocesan payroll, and compensation will be at a rate of \$18/hour.