

Parish Administrator Job Posting

Fall 2026

Nature of the Position

The Anglican parishes of St. John's (Stamford) and Holy Trinity (Chippawa) are seeking a creative, community-minded individual who is passionate about using their gifts to enhance experiences of belonging both within the church (worship, celebration, administration), and outside of it (rental groups, community partnerships, outreach initiatives). The successful candidate will work closely with the leadership teams at both churches to meet the administrative needs of the Sunday congregations as well as the needs of the buildings and weekday user groups.

Holy Trinity is a small church set on the edge of town and surrounded by a historic cemetery. They host a food bank, used clothing store, weekly seniors' lunch, and many community events. They have one Sunday service, and their primary tenant is an adult Day Program.

St. John's is a suburban church with a large, modern building. Their Sunday congregation is about 30% Kenyan, and they have a passion for welcome and inclusion. They have two Sunday services and a midweek service. Their primary tenant is a Montessori school.

Both churches are over 200 years old. Although the communities are quite different, they currently share a priest and music director. Sharing an administrator will enable the person in this position to streamline their administrative duties so they can focus more energy on creative endeavours such as community connections and church communications.

The Anglican Diocese of Niagara is committed to reconciliation between Indigenous and settler peoples, antiracism, LGBTQ2SIA* inclusion, physical equity, and neurodiversity. Applicants for this position will be asked about their familiarity with such commitments.

Applications will be accepted until midnight on October 2, 2026. Resumes may be sent to holytrinitychippawa@gmail.com, attention Rev. Allison Courey. Please include two references with the application, at least one of which should be a professional contact. The successful applicant will be required to obtain a vulnerable sector criminal records check.

The successful applicant will:

- be a self-starter, able to work alone as well as collaboratively
- be organized and attentive to detail
- have excellent communication skills
- prioritize welcome and curiosity
- maintain a commitment to confidentiality
- be able to ask for help and accept constructive feedback

Skills and requirements

- experience with Excel and Microsoft Word are required
- experience liaising with community partners is preferred
- university or college education is preferred
- experience with Wix, Wordpress, Canva, and Facebook Business Suite preferred
- experience with the Anglican Church of Canada is an asset

Parameters of the Position:

- anticipated start date: October 20, 2026
- 24 hours a week (10 at Holy Trinity and 14 at St. John's)
- three weeks of paid training
- hours may be spread over three, four, or five days; to be determined in discussion with the churches
- a competitive benefits package
- two weeks of vacation the first year, and three weeks the following year
- report directly to the priest(s) of both churches
- \$22 an hour, with an annual cost of living raise

Outline of Responsibilities:

- prepare and print Sunday materials
- answer phone, check messages and email
- maintain Sundays servers schedules
- create monthly email news
- maintain the church websites and Facebook pages
- in conjunction with the priest, communicate with renters, community groups, and church volunteers
- maintain church membership lists
- enter income data
- assist with the administration of the cemeteries
- collaborate with the priest to organize church events
- put together the church's report for the annual general meeting
- take meeting minutes
- assist finance volunteers
- use personal gifts for the strengthening of the community