

Job Posting: Director of Parish Operations

Posted: February 21, 2025

Closing date: March 7, 2025

Christ Church Deer Park is a growing and diverse Anglican community of people learning to follow Jesus and to love our neighbours. Wherever you are on your spiritual journey, you are invited to join us. Young and old, from all walks of life, we gather in this historic and beautiful place in the heart of midtown Toronto to worship the living God. We are committed to nurturing the spiritual lives of all our people—from our kids to our seniors.

Christ Church Deer Park is seeking a **Director of Parish Operations** to provide administrative and support for our staff team and church as a whole, taking on a variety of responsibilities to ensure programs, services and church volunteer groups are well equipped.

The successful candidate will have strong organizational abilities, excellent communication skills, be trustworthy, and comfortable working both independently and collaboratively as part of a small, collegial team.

Position Summary: To provide administrative support for Christ Church Deer Park.

Supervision and Support: This position reports to and works closely with the Rector/Priest-in-Charge and churchwardens.

Duties and Responsibilities:

- Communications, including newsletters, campaign materials, website and social media
- Prepare bulletins for weekly and special services
- Respond to email and phone inquiries, and direct them where necessary
- 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.
- Maintain and update church records using Church Management software. Support church decision-making with effective use of reports from Church Management software
- Manage procurement and vendor relationships for office needs, IT & training needs, and worship related materials
- Undertake and assist in the management of projects such as stewardship campaigns and special events as required
- Oversee and coordinate the use of church space including rentals and leases for both internal and external partners and user groups
- Maintain and source office equipment and supplies
- Other duties as assigned

Skills, Knowledge and Experience:

- Strong written and spoken English communications skills
- Strong organizational skills with the ability to work both independently and as part of a team
- Demonstrated effectiveness within a faith based, not-for-profit working environment is 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 MailerLite, with a strong focus on platform administration and office automation to drive efficiency and collaboration.
- Experience of using graphic design platforms such as Canva and updating website/social media
- 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

Note: The successful applicant will be required to complete a background and police check.

Terms:

- Compensation package: salary range \$65,000 to \$70,000/yr commensurate with experience, plus pension and benefits
- This is a full time position, 37.5 hours per week

If you are interested in this position, please submit your cover letter and resume to office@christchurchdeerpark.org

The application deadline is March 7, 2025. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted. Candidates advancing to the next round of the selection process will be invited for interview in mid-March 2025, with an ideal start date in April 2025.

Christ Church Deer Park is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.