



360 Windermere Avenue
Toronto, Ontario, M6S 3L4
416-769-5686 | stolaves@stolaves.ca
stolaves.ca

St. Olave's Anglican Church – Job Posting

Position Title: Parish Administrator (approximately 20–25 hours per week)

Location: St. Olave's Anglican Church, 360 Windermere Avenue, Toronto, ON

Reports to: Incumbent (Rector) and Churchwardens

Start date: As early as October 1, 2025

Position Summary:

St. Olave's Anglican Church is seeking a friendly, reliable, and detail-oriented Parish Administrator to support the life and ministry of our active church to start as early as October 1, 2025. The successful candidate will perform a wide range of administrative and financial tasks, working closely with parish leadership and acting as a primary point of contact for parishioners, clergy and the wider community.

Key Responsibilities

Administrative Duties (33%):

- Respond to all phone, email, and in-person inquiries
- Order office supplies and manage general office operations
- Prepare mailings as requested (ie stewardship appeals and tax receipts)
- Maintain church calendar and coordinate facility bookings with churchwardens and other tenants
- Maintain and update parishioner contact database
- Coordinate Screening in Faith program for all volunteers and employees
- Coordinate, attend and prepare minutes of Advisory Board meetings and annual general meeting (Vestry)
- Support ongoing communications and outreach efforts including, but not limited to, producing weekly announcements, social media, weekly eblasts, printing flyers and online event listings.

Worship Duties (33%):

- Prepare and print weekly Orders of Service
- Maintain and prepare weekly prayer list, scripture readings
- Support clergy in scheduling baptisms, weddings, funerals and other services

- Maintain parish records (baptismal, confirmation and memorial registers) and coordinate memorial flower programs throughout the year

Financial Duties (33%):

- Handle weekly bank deposits
 - Prepare and distribute cheques for payroll and all invoices
 - Input all credits and debits into accounting ledger
 - Support preparation of annual financial audit
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Required Skills and Qualifications

- Strong computer skills: Microsoft Word, Excel, Google documents, Zoom
 - Bookkeeping/data entry skills: Sage Simply Accounting
 - Experience in administrative or nonprofit office work
 - Proficient in English
 - Excellent time management, organizational skills, and attention to detail
 - Friendly, professional demeanor with ability to maintain confidentiality
 - Familiarity with Anglican liturgy and church culture is an asset
 - Ability to work independently while meeting deadlines
 - Must be eligible to work in Canada
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Hours & Compensation

- Approximately 20–25 hours per week, with some flexibility in scheduling
 - On-site preferred, with some remote work possible
 - Pay range: \$25 to \$30 per hour, depending on experience and qualifications
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To Apply

Please send your résumé and a brief cover letter to cw-stolaveswansea@toronto.anglican.ca with the subject line "Parish Administrator Application."

Applications will be reviewed on a rolling basis until the position is filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

About St. Olave's Anglican Church

St. Olave's is a welcoming Anglican parish in the heart of Toronto's Bloor West Village, known for its traditional worship, strong community ties, and vibrant parish life. We are committed to sharing the love of Christ through prayer, community and outreach. Visit our website at stolaves.ca.