



JOB TITLE: PARISH MANAGER

ABOUT ALL SAINTS PARISH

"Forming loving disciples of Jesus Christ who reach out to the world with the Good News":

This is the declared purpose of All Saints Parish, and we take it seriously. God loves us and has come close to us in Jesus his son. We believe at All Saints Parish, God wants to strengthen, guide and comfort us in our needs.

ABOUT THE POSITION

All Saints Parish is seeking to recruit a Parish Manger. This is a new role at the Parish and will be responsible for all operational aspects of the Parish and supervision of the Parish Secretary, Facilities Coordinator, Finance Committee and Rental Coordinator. The successful candidate will report to the Parish Management team.

RESPONSIBILITIES

- Responsible for assessing, growing, and innovating current parish operations to be more efficient and effective.
- Oversight and management of all employee contracts and other employment details for parish employees.
- Function as the key point of contact for internal rental bookings which are all parish related (parish groups, QAS, Korean Parish, diocesan agencies)
- Assess parish facilities and implement a comprehensive improvement plan for future repairs, renovations and/or replacement of parish buildings.
- Ensure upgrades and regular maintenance of existing facilities are completed.
- Responsible for financial planning, budgeting, and fundraising plans of the parish
- Oversight of the Finance Committee who meets quarterly to review financial statements.
- Assess and implement improved IT for Parish including but not limited to parish database, integrated software program and hardware/software upgrades.

PERSONAL QUALIFICATIONS

- Be a person who is driven by the Catholic faith and willing to fulfill the vision and mission of this Parish.
- Good people skills. Pleasant and welcoming.
- Great verbal and written communication skills.
- Initiative-taking with outstanding work ethic and able to multitask.
- Displays good judgment, emotional control, and integrity.
- Ability to work efficiently in a team and independently.

PROFESSIONAL QUALIFICATIONS

- Experience with all aspects of people management inclusive of onboarding, evaluating and mentoring team members.
- Experience as an Office Manager or Operations Manager
- Experience with developing and implementing processes and guidelines.
- Have knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher, and Outlook. Knowledge of Paritek is an asset.
- Have a minimum of a high school diploma. Associate degree preferred.
- Attention to detail and accurate data entry skills.
- Excellent organizational and data management skills and an ability to manage multiple projects.

HOURS & EMPLOYEE AGREEMENT

This position is a permanent full-time position 40-hour work week. An Employment Agreement shall be established in writing upon acceptance of employment.

SALARY & BENEFITS

This position offers a competitive compensation package inclusive of customary benefits, e.g., paid time off, life insurance, pension.

HOW TO APPLY

Please email cover letter and resume to: **resumes@allsaintsbc.ca**