

Director of Parish Operations Church of the Redeemer

The Church of the Redeemer is a diverse, progressive, and inclusive Christian community located at the corner of Avenue Road and Bloor Street in Toronto. We seek an individual with superior management, interpersonal and communications skills to become our Director of Parish Operations. The Director of Parish Operations will be a key member of our staff team, responsible for overseeing the day-to-day operations of our Church, including facilities and property management, office services, and the human resources of the parish.

The principal duties and responsibilities of this full-time position include:

- Overseeing the day-to-day management of the Church;
- Overseeing the recruitment, hiring, training, and managing of lay staff, in consultation with the Incumbent and Human Resources Committee of the Church;
- Maintaining Human Resources Policies and Procedures that reflect best practices;
- Overseeing the conduct of annual performance reviews of lay office staff;
- Overseeing the training of volunteers and staff;
- Ensuring compliance with all legal and financial requirements of the Anglican Diocese of Toronto and the Governments of Ontario and Canada;
- Assisting with the annual preparation of the Church budget;
- Overseeing the Church computer network, phone system, and security system;
- Acting as the central contact person for inquiries made to the Church;
- Overseeing the contractual obligations of the Church; and
- Managing the production of parish marketing publications and the maintenance of the parish website, on-line communications, and outdoor signage.

The successful candidate will have solid management experience, including management of direct reports; strong project management, financial management, problem-solving, and time management skills; the ability to provide leadership, manage, motivate, and evaluate team members within a collaborative working environment; the ability to work proactively, both independently or as part of a team; and the ability to manage a diverse set of responsibilities and priorities. Experience working with a faith-based community is an asset.

A police reference check will be required of the successful candidate.

The full job description for this position is available at www.theredeemer.ca.

Interested candidates should submit a cover letter and resume in one file by email to HumanResources@theredeemer.ca no later than 4:00 pm on Friday, October 25, 2019. We thank everyone for their interest in this position. However, only those candidates invited to interview with us will be contacted.

The Church of the Redeemer is committed to providing accommodation for people with disabilities.