



The Cathedral Church of St. Michael and All Angels

Diocese of Kootenay, Anglican Church of Canada

608 Sutherland Ave, Kelowna BC, V1Y 4B4 |

www.stmichaelscathedral.ca

In the traditional and unceded territory of the syilx Okanagan people

Position Title: Administrative Officer

Term: a one-year, half-time term position, subject to review and potential renewal.

Work Location: Cathedral Church Office

Overview of the Position

The Cathedral Church of St Michael and All Angels, Kelowna invites applications for a half-time, term (one-year renewable) position as Administrative Officer. The Administrative Officer works interactively alongside the team of clergy, staff, churchwardens, parishioners, and community agency partners to serve both the church and the wider community.

The Administrative Officer will be understanding and supportive of the church's mission statement: "The Cathedral Church of St Michael and All Angels is a caring Anglican community living out the love of Christ in worship, prayer, and ministry in the world." The Administrative Officer's work will enable the operational side of the Cathedral in the management of property matters and liaising with contractors, coordination of work stemming from committees/groups so as to foster efficient intra-operations, administration of rental agreements with community groups, oversight of parish communications in consultation with other staff and volunteers, and ensuring compliance with legal regulations and contractual obligations.

Responsibilities

- Leads and manages the day-to-day operations of the organization in accordance with the executive limitations and strategic direction established by the Incumbent Priest and Executive Council.
- Operational responsibility for facilities/property management, budgets, contracts, strategic/business plans, advocacy, insurance, third-party contractors, and volunteer committees.
- Manages the coordination of the rental and booking of meeting rooms. Ensures the efficient use of church buildings and that completed rental agreements are in place for outside groups.
- Consults with the Treasurer and other financially-involved personnel and volunteers regarding payroll, banking, parish lists, committee minutes, and archives.

- Liaises with the diocesan office re: monthly payments, annual statistics, and other inquiries as they occur.
- Prepares a file of relevant correspondence for the monthly Executive Council and Cathedral Council meeting and attends meetings.
- Consults with the Incumbent Priest and the Office Manager regarding the administrative and IT systems of the parish and ensures the efficient management and storage of church records, including payroll, banking, parish lists, committee minutes, and archives.
- Consults / works in conjunction with the Incumbent and the Office Manager and volunteers to maintain the parish's online presence (website and social media).
- Coordinates the activities and reports for the Cathedral Annual General Meeting.
- Assists with the implementation of special events and fundraising activities where appropriate, and manages grant applications.
- Ensures that prompt, courteous, and helpful service is extended in response to both internal and external requests and inquiries.
- Works constructively as part of a workplace environment that is respectful and supportive of the rights and welfare of the organization's staff and volunteers.

Qualifications and Skills

- Ability to prioritize and complete tasks efficiently, working accurately with detailed information.
- Demonstrated service orientation, and the ability and enthusiasm to work independently and with a diverse team of clergy, staff, and parishioners.
- Experience with management of office staff and work plans. People-oriented and a team leader with a professional demeanor.
- Efficient time management skills, a high level of flexibility, efficiency, productivity and accuracy, and the ability to maintain confidential information.
- Extensive knowledge of and proficiency in core office productivity software (word processing and spreadsheets) and web-based contact management systems with strong word-processing skills. Graphic editing, website maintenance, and desktop-publishing skills an asset.
- Ability to determine, judge, and select appropriate course of action within limits of established policies and procedures.
- Strong writing, editing, and communication skills.
- Business acumen.

Job Specifications

Hours of Work: From September to June, the work week is typically Tuesdays to Fridays from 9am to 2pm: 5 hours per day, 20 hours per week. During July and August, working hours are two hours per day, 10am to noon, Tuesday to Friday. Typically, one evening per month will also be required to attend Cathedral Council. This is a salaried position, so compensation remains constant throughout the year despite fewer hours worked in the summer. Benefits are available via the Diocese of Kootenay employee benefits plan.

Reporting: The Administrative Officer reports on a weekly basis to the Incumbent (Priest). The Incumbent and Wardens are jointly responsible for the overall supervision and annual review of the Administrative Officer. The Cathedral Council carries general oversight of all employees.

Compensation: Compensation will be commensurate with experience, based on a range of \$30-35/hour plus benefits via the [Diocese of Kootenay Employee Benefits Plan \(Manulife\)](#).

Criminal Record Check

This position is classed as a **High-Risk (Financial)** position as per the Diocese of Kootenay Safe Church policies: <https://www.kootenayanglican.ca/pages/safe-church-training> -- A Criminal Record Check is required.

About St. Michael and All Angels

St. Michael and All Angels is the Cathedral Church for the Anglican Diocese of Kootenay. It is located in central Kelowna at 608 Sutherland Avenue (the corner of Sutherland Avenue and Richter Street). This is in the unceded traditional territory of the Syilx Peoples. The church was built from 1911 to 1913 and is a designated historic site. More information may be found on the Cathedral website: www.stmichaelscathedral.ca

Applications

To Apply, please submit a resume and cover letter by December 21, 2025 in PDF format to:

Dean's Warden: Marilyn Carpenter / warden.m@stmichaelscathedral.ca

People's Warden: Alan Clay / warden.a@stmichaelscathedral.ca