

CHRIST CHURCH CATHEDRAL OTTAWA

Position Description: Communications and Administration Assistant (Part-time)

Christ Church Cathedral Ottawa is “a diverse and vibrant parish that glorifies God and welcomes all people.” The Communications and Administration Assistant (CAA) contributes to this mission as an integral part of the Cathedral’s administrative team, providing excellent interpersonal skills and expertise in communications and administration in a collaborative and positive work environment.

The CAA is an employee of the Anglican Diocese of Ottawa, working at Christ Church Cathedral under the supervision of the Administrator. The terms and conditions of employment are specified in an Employment Agreement.

Responsibilities and Duties

- Communications
 - Assist with all aspects of internal and external communications
 - liturgy-related materials and rosters
 - electronic calendar
 - promotion of liturgies, events and facilities
 - promotional brochures and stewardship materials
 - postings on social media platforms, website, physical displays and other media

- Administration
 - Assist the Administrator or Clergy as requested
 - Assist staff, parishioners, visitors or clients as required
 - Respond to phone calls and staff reception desk as required
 - Process incoming and outgoing mail
 - Ensure copier is in good working order and properly supplied
 - Maintain order and supplies in the copy room

 - Orient staff or volunteers to equipment in copy room or kitchen
 - Ensure kitchens are adequately stocked with essential supplies

- Other related tasks, as may be assigned from time to time