

## The Cathedral Church of St. James is hiring an OPERATIONS MANAGER

Are you a highly organized and motivated individual with a passion for operational excellence? Join our vibrant and dynamic Cathedral team as an **Operations Manager!**

As the Operations Manager, you'll ensure the smooth functioning of our Cathedral and Cathedral Centre's operations, supporting our mission and vision. This role involves engaging with clergy, staff, ministry leads, and volunteers to meet operational needs, overseeing communications, managing events, and fostering an environment of trust, diversity, and inclusion.

### Key Responsibilities:

- Engage with clergy, staff, ministry leads, and volunteers to meet operational needs.
- Serve as the main liaison for the parish, St. Bart's, Diocese, and community.
- Oversee internal and external communications and develop policies.
- Manage the Events/Liturgical Calendar and ensure resource allocation.
- Oversee production of publications and maintain Cathedral policies.
- Ensure smooth functioning of office systems and physical office needs.
- Assist with grant applications and sourcing funding.
- Provide administrative support for internal and external trusts.

### What We're Looking For:

- Mature, committed Christian with knowledge of Anglican Church life and ministry.
- Experience leading church-sponsored programs using volunteers.
- Strong administrative, organizational, interpersonal, hospitality, and communication skills.
- Self-motivated with the ability to manage personal workload with minimal supervision.
- Ability to work well in a team-based setting and maintain confidentiality.
- Creativity, strategic thinking, and problem-solving skills.
- Proficiency with computers, Microsoft Office, social media, and general administration.
- Post-secondary studies or theological education is an asset.

### Why Join Us?

- Be part of a welcoming and supportive community.
- Opportunity to make a meaningful impact.
- Work in a beautiful and historic setting.
- Collaborate with a dedicated and passionate team.

If you would like to find out more about this position, please go to the next page for the role description.

**To apply, please email your resume and cover letter to [HumanResources@stjamescathedral.ca](mailto:HumanResources@stjamescathedral.ca).  
We'd love to hear from you!**



## Operations Manager Role Description

**Purpose:** The Operations Manager ensures the smooth functioning of the Cathedral and Cathedral Centre's operations, supporting the mission and vision of the Cathedral. This role requires strong administrative and organizational skills, the ability to manage diverse tasks daily, and to foster an environment of trust, diversity, and inclusion within the operations team.

**Reports to:** Executive Director

### Responsibilities:

#### 1. Operations:

- Engage with clergy, staff, ministry leads, and volunteers to meet operational and service needs.
- Serve as the main liaison for the parish, St. Bart's, Diocese, and community on operational needs.
- Oversee internal and external communications, including developing policies and standards.
- Manage the Events/Liturgical Calendar to ensure resource allocation for events and activities.
- Oversee production of publications, ensuring timelines are met.
- Update, implement, and maintain Cathedral policies, procedures, and forms.
- Ensure the smooth functioning of office systems and physical office needs.
- Assist with grant applications and sourcing funding.
- Provide administrative support for internal and external trusts.

#### 2. Ministry Support:

- Support liturgical planning and communication with volunteers.
- Maintain a centralized record of church ministries and activities.
- Act as the main liaison with the Bishop's Office, Diocese, St. Bartholomew's Anglican Church, and partners.
- Manage planning and execution of events by the Diocese, Anglican Community, and civic groups.
- Promote partnership opportunities within the community.

#### 3. Information Technology:

- Implement, maintain, and manage IT resources, including hardware, software licenses, and security measures.
- Maintain IT user access rights through service vendors.

#### 4. Human Resources:

- Organize Health & Safety Training and ensure compliance with regulations.
- Support recruitment, hiring, orientation, and onboarding processes.

- Maintain personnel files and be responsible for developing, maintaining the HR policy and its implementation.
5. **Volunteer Coordination:**
- Oversee and provide administrative support to volunteer programs.
  - Work with ministry leaders and the Volunteer Coordinator to plan and implement logistics.
6. **Other Duties:**
- Provide support and guidance to team members.
  - Participate in staff and committee meetings.
  - Act as administrative backup in overflow situations.
  - Perform other related duties as assigned.

**Abilities, Skills, and Knowledge Requirements:**

- Mature, committed Christian with knowledge of Anglican Church life and ministry.
- Experience leading church-sponsored programs using volunteers.
- Strong administrative, organizational, interpersonal, hospitality, and communication skills.
- Self-motivated with the ability to manage personal workload with minimal supervision.
- Ability to work well in a team-based setting and maintain confidentiality.
- Creativity, strategic thinking, and problem-solving skills.
- Proficiency with computers, Microsoft Office, social media, and general administration.
- Post-secondary studies or theological education is an asset.

**Working Conditions:**

- Full-time on-site position.
- Flexibility to work occasional early mornings, evenings, and weekends.
- Manual dexterity required to use desktop and peripherals.