



## Saint Charbel Parish, Ottawa, *Maronite Catholic Church*

245 Donald Street Ottawa, Ontario K1K 1N1

Tel: (613) 749-9494 . Fax: (613) 742-6579

Email: [stcharbel.ottawa@maronites.ca](mailto:stcharbel.ottawa@maronites.ca) . Website: [www.stcharbel.ca](http://www.stcharbel.ca)

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# Administrative Coordinator

## *Responsibilities and Administrative Task*

### Summary of Role

The primary task of this position is to provide coordination and administrative support to the operations of the **Saint Charbel Parish Ottawa** and **Hardini Community Centre**. The goal is to maximize asset value, revenue, customer and parishioner's satisfaction. The administrator coordinator works to assist and support the working pastor, the parish council and the parish community.

Within the church, it is the admin coordinator who keeps the office organized, ensures various appointments and meetings are on schedule and manages the flow of visitors and employed staff who need to see the pastor. Additional services may be required in areas such as finances of parish events.

For the **Hardini Community Centre**, it is the administrative coordinator who oversees the centre's financial, human resources and tenant operations

This position plays a key role in ensuring a positive, productive relationship with parishioners and Hardini Centre tenants.



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## Main tasks and responsibilities

### Parish Operations:

#### General services:

- Welcoming parishioners and visitors to the rectory.
- Prepare and manage correspondence, reports, certificates and documents.
- Organize/ coordinate meetings, appointments, conferences, travel arrangements for the parish pastor and the parish council.
- Implement and maintain office and filing systems.
- Maintain databases. i.e.: parish members, mailing receipts, entering bills and payments.
- Maintain schedules and calendars. i.e.: The Pastor's day to day schedule, parish activities, weddings, Lebanon Hall arrangements etc.
- Handle and coordinate incoming correspondence (mail and other material) for the parish pastor and council.
- Documentation needed to be proofed, signed and approved by the Maronite Eparchy is sent by the admin coordinator (i.e. Authorization letters or other official documentation).
- Ensure confidentiality of Tribunal affairs documents that are occasionally sent to the church and is asked to be a notary during interview sessions.
- Document work procedures when necessary.
- Operate office equipment.
- Manage office supplies.
- Purchasing items for the rectory (i.e. groceries, cleaning items, Kleenex, soap etc.)

#### Baptism, Marriages and Funerals bookings:

- Scheduling and updating the parish register with appropriate dates.
- Receiving payments, preparing receipts.
- Ensuring all documentation is made available to the pastor i.e.: City License, Death certificate, Baptism Certificate etc.
- Ensuring photocopies of all official documents are made and put into a filing system for archiving purposes.
- Communicating with the Eparchy if need be. (i.e. forwarding documentation, authorisations etc.)
- Ensuring music and all equipment needs are available for the services.



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### Hardini Centre Operations:

- Oversee all aspects of the Hardini Centre operations
- Parking Fees and Coordination with parking permit holders
  - The Parking lot which includes the lot available at the Hardini centered is monitored and the secretary also puts together a spreadsheet to keep track of who has paid for their monthly pass. Their personal information is also kept on file in case of emergencies.
- Issues with certain bills are also taken on by the secretary who during office hours contacts the organizations in question to make the required adjustments to invoices, addresses etc.
- The secretary is also asked to set appointment with certain companies or call and inquire about conflicts or mistakes involving bills and invoices.
- Oversee properties' personnel and assess its performance.
- Assist the St-Charbel Parish treasurer in developing and managing annual budgets by forecasting requirements and analyzing variances, data and trends.
- Collect receivable accounts and handle operating expenses
- Negotiate lease/contracts with contractors in a timely and reliable manner
- Coordinate and arrange maintenance to meet standards
- Report periodically on financial performance and staff performance.
- Coordinate with the assigned realtor the advertisement of vacant spaces to attract tenants.
- Source and build relationships with prospective clients to expand business opportunities
- Informing tenants or visitors about the Hardini Center services and whether a special occasion is occurring.