

# Parish Administrator

Waiapu Anglican Cathedral, Napier

Permanent part Time / 16 hours per week (Monday to Friday)

The Cathedral Parish of St John the Evangelist is a vibrant, community-oriented church with a vision to connect, equip and serve the community and the City of Napier.

## About this role

The Administrator is a key role in the operation and life of the Cathedral. This role undertakes, the secretarial and administrative functions of the ministry offered by clergy, employees, and volunteers to members of the parish, the community, and the Diocese.

If you are an experienced administrator seeking to contribute to your local community, this may be the role for you.

## Key Requirements

- A mature and confident communicator who is able to work with a diverse community of people
- Excellent computing skills, experience in Microsoft 365 Office products and desktop publishing
- Strong organisational and time management skills
- A team player with initiative

If this role sounds like you or has captured your interest, we would love to hear from you!

For a Position Description or to apply with your CV and a cover letter, please contact [hr.advisor@waiapu.com](mailto:hr.advisor@waiapu.com)

Applications close 5pm, 4 July 2025

Applicants must currently reside in New Zealand and hold a valid work visa