

CAREER OPPORTUNITY for Administrative Assistant Level 1 (Part-time) St. Albert the Great, Calgary

OVERVIEW

The Administrative Assistant is considered a key member of the parish team and often represents the face of the Parish to parishioners and visitors. The Administrative Assistant is responsible for the full range of job duties as outlined below and as appropriate for the job setting.

RESPONSIBILITIES

Records & Information Management

- Maintains parish records and files using an appropriate management system (both paper and electronic records/files)
- Facilitate registration process where necessary including on-site registrations
- Support parents with their inquiries, situations, and concerns by responding to questions specific to registration

Celebrations

- Record all necessary information on Parish Friendly
- Prepare all certificates for distribution
- Record all entries in Parish Register
- Generate and send all Confirmation and Marriage notices to parish of baptism

Volunteer Management

- Ensures that all required volunteer paperwork required is in the volunteer file when received in the office
- Enters volunteer information into Parish Friendly
- Works with Office Manager to set volunteers up with Praesidium on-line training, and schedules C.A.S.E. sessions
- Communicates with parish ministry leads in keeping volunteer lists up to date
- Works closely with Office Manager to ensure secure volunteer records maintenance

Sacrament & Records Preparation

- Assist in the management of Sacrament Registration Forms
- Ensure all necessary supporting documents (ex: baptismal certificate) and fees are received and recorded
- Maintain Profession of Faith and Baptism records
- Forward all fees received to bookkeeper for budget
- Support Sacrament Coordinator in preparation as needed
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Completion of a High School Diploma with a Diploma or Certificate in Administration an asset
- Minimum one years' experience in a similar role
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (MS Office)
- Knowledge of customer service principles and practices
- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to work independently and as a member of a team
- Familiarity with the Diocese
- Displays a high level of energy and positive attitude towards their work

HOURS OF WORK

15 hours/week scheduled in consultation with the Pastor

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until noon on **Friday May 12, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.