

CAREER OPPORTUNITY *for*

Administrative and Pastoral Assistant (Part-time)

Our Lady of Fatima Parish, Calgary



ROMAN CATHOLIC
DIOCESE
of Calgary

OVERVIEW

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

RESPONSIBILITIES

- Answer phones and respond to emails or phone queries as necessary
- Establish and maintain office record-keeping systems; develops filing systems
- Provides secretarial duties for the Pastor, as requested, including letters, memos and reports, receiving and placing telephone calls, scheduling appointments and processing mail
- Coordinate and schedule all aspects of Church usage – Masses, Ministry meetings, Sacraments, funeral, weddings, Parish Missions, special events, etc.
- Manage all Sacramental Records including maintaining records for weddings, funerals and RCIA
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Provides in-service training and faith formation for lectors, Eucharistic ministers, ushers, sacristans, musicians and choir members.
- Coordinates opportunities for spiritual development in the parish by organizing renewal programs and processes such as retreats, pastoral counselling and educational workshops.
- Coordinates the parish's evangelization efforts by developing a process for reaching out and welcoming potentially new Catholics and alienated/returning Catholics.
- Funeral arrangements – main contact for Funeral Home and Family
- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Prepares correspondence, reports, minutes and agendas for meetings as required
- Maintains accurate records of parishioner memberships and sacramental records using Parish Friendly database
- Other duties assigned by the Pastor related to the operations of the Parish

QUALIFICATIONS

- Knowledge of the Diocese of Calgary's programs and services preferred
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Familiarity with Parish Friendly
- Knowledge of general office administration practices

- Fluent in English and Portuguese
- Excellent customer service
- Excellent written and verbal communication skills
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Strong organizational skills with the ability to manage multiple priorities with minimal errors
- Ability to maintain a loving, Christ-centered focus and attitude in dealings within and outside the Church

HOURS OF WORK

12 hours per week (Tuesdays, Thursdays and Fridays from 2:00pm to 6:00pm)

SAFE ENVIRONMENT

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

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

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 Wednesday, November 13, 2024**. 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.