



CAREER OPPORTUNITY for Administrative Assistant (Part-time, 1 Year Contract) St. Pius X, Calgary

OVERVIEW

The Administrative Assistant is responsible for the full range of job duties as outlined below and as appropriate for the job setting. This role requires strong interpersonal abilities, exceptional organizational skills, proficient verbal and written communication, and attention to detail.

RESPONSIBILITIES

Facilities Management

- Coordinates general operation of the Parish, develops and oversees building use, rental agreements and calendar planning
- Communicates with the community with regards to closures, mass schedule changes and street closures
- Oversees annual operational plan and provides support for staff and volunteers as needed.
- Purchases and maintains office supplies, computers and equipment.
- Researches vendors and negotiates bids contracts for regular maintenance with suppliers
- Coordinates annual parish registration, updates ongoing registration process and maintains sacramental records

Reception

- Answers phones and welcome visitors and callers in a professional and respectful manner when the Administrative Assistant (Level 1) is not in the office
- Determines visitor and caller needs or requests and may respond to their inquiries/request or refer them to the Pastor or other appropriate individual

Records Management

- Maintains sacramental records for Baptism, First Eucharist, Confirmation, Marriages and Funerals
- Maintains entries of new registrations, listing of registered parishioners
- Assembles information/data in response to Diocesan requests

Communications

- Prepare, edit and format the parish bulletin/newsletter
- Ensures parish profile documentation is current
- Prepares prayers of the faithful for the Masses
- Prepares forms and other documents (i.e. brochures) as directed

Purchasing/Inventory

- Maintains Parish Kiosk and orders inventory as needed
- Maintains inventory of Sacramental items and supplies and orders as needed
- Maintains list of suppliers/vendors

Volunteer Management

- Ensure the appropriate management of all screening documentation
- Complies with the Diocesan standards for volunteer screening as set out in the Volunteer Policies, Procedures & Engagement Manual
- Supports with the processing of the vulnerable sector police checks and the Praesidium online Sexual Abuse Prevention training by providing volunteers with the required links and access

Other Related Duties

- Establishes and maintains harmonious and respectful working relationships with parishioners, parish staff and committee members
- Participate with all employees in the parish to further the goals and objectives for the parish
- Acts as an Ambassador for the parish in the community
- Coordinate all communication from the Diocese to applicable departments, i.e. Finance, bookkeeping, clergy.
- Undertakes other parish duties as assigned in support of the mission and vision of the Diocese

QUALIFICATIONS

- Post-secondary education (i.e. certificate, diploma or degree) in a related field of study – Office Administration, Administrative Assistant, Business Management
- Three – five years of general office experience preferred, ideally in a parish office or other Catholic faith-based organization
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Knowledge of general office administration practices
- 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
- Accurate, thorough and consistent completeness of work assignments
- Ability to plan, organize and prioritize
- Ability to work independently with limited supervision
- Ability to maintain confidentiality

HOURS OF WORK

Monday to Friday; 8:30 a.m. – 1:30 p.m.

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

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days

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 ***a suitable candidate is found***. 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.