



# **CAREER OPPORTUNITY** for Administrative Assistant (Part-time) St. Mary's Parish, Brooks

## 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

- 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
- Make all changes to Parish Friendly (PFS) as required
- 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
- Updates parish census records on a regular basis
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Access Control for Keys & Alarm Codes – keep detailed records and correspond with key holders
- Responsible for office equipment maintenance and upkeep (e.g. Telephone System, Photocopier, etc.)
- Other related duties assigned to assist the parish in its ministry

## 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

30 hours per week (Tuesday-Friday)

## 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

## 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 1 year of employment
- Personal/Flex days
- Opportunities for employee development

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto: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 in advance all applicants for their interest.