

CAREER OPPORTUNITY for

Administrative Assistant and Sacrament Preparation Coordinator (Part-time)

Our Lady of the Rockies Parish, Canmore

OVERVIEW

The Administrative Assistant and Sacrament Preparation Coordinator assists the Pastor in overseeing the administrative support area within the parish. The person in this position is also called to share in the Church's teaching on the Sacraments of Baptism, First Reconciliation, First Eucharist, and Confirmation. The Coordinator is responsible to ensure that all necessary requirements have been carefully minded and arranged for all individuals and families preparing to celebrate one of the aforementioned Sacraments at Our Lady of the Rockies.

RESPONSIBILITIES

Administrative Assistant:

- 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.
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- 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.)
- Coordinate and schedule annual safety maintenance (i.e. Fire alarms, Fire extinguishers).
- Assist the Pastor with Property Contracts.
- Update Parish policies and procedures with Pastor's input.
- Type correspondence, reports, minutes and agendas of meetings as required.

Sacrament Preparation Coordinator:

- Participating in preparation for the Sacraments (First Reconciliation, First Holy Communion and Confirmation), attending all meetings, workshops, and celebrations.
- Together with the priest, organizing and facilitating RCIA, RCIT, and RCIC programs with other team members.

- Communicating with parents of the children registered for the sacraments (informing the upcoming sessions, sending reminders, following up the attendance, etc.)
- Following up on Baptism requests, gathering all the required documents and assisting the Parish Administrative assistant in scheduling priests to meet with parents and baptism dates.
- Ordering of all materials related to sacrament preparation (i.e. lesson workbooks, etc.)
- Recruit and train parish volunteers to assist in the teaching of the sacraments.
- Create/update, print and deliver all invitational Parents' letters and registration forms to schools for distribution to families.
- Develop and maintain online Sacrament registration.
- Receive and compile all registration information and maintain the database.
- Routine follow-up with families to ensure all required documentation is provided.
- 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.
- Good knowledge of the teachings of the Catholic Faith and the Sacraments of Baptism, Reconciliation, Eucharist, and Confirmation
- Minimum one year's experience in a similar role.
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook.
- Attention to detail with a high level of accuracy.
- Excellent customer service.
- Excellent written and oral communication skills.
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests.
- Ability to work independently with limited supervision.
- Strong organizational skills with the ability to manage multiple priorities with minimal errors.
- Ability to maintain confidentiality and exhibit a professional demeanor at all times.

HOURS OF WORK

15 hours/week, flexibility with hours is required due to the nature of this role.

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, April 22, 2026**. 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.