



ROMAN CATHOLIC
DIOCESE
of Calgary

CAREER OPPORTUNITY for

Administrative Assistant (Part-time)

St. Mary's Parish, Brooks

OVERVIEW

The Administrative Assistant assists the Pastor in overseeing the administrative support area within the parish (staff and/or volunteers) and makes sure that polices are in place to ensure that the administrative functions of the parish run smoothly. The Administrative Assistant administers the day-to-day operations of the office and will often assist in ministry areas to ensure that programs and services are running smoothly.

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.
- 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.)
- Establish and maintain office record-keeping systems; develops filing systems.
- Helps with Parish Communication, as requested by the Pastor.
- Handle requests for Mass intentions.
- Coordinate and schedule annual safety maintenance (i.e. Fire alarms, Fire extinguishers).
- Update Parish policies and procedures with Pastor's input.
- Manage Volunteer Screening requirements according to established policies and procedures (i.e. ten step process).
- Making the schedule for lectors, extraordinary ministers of Holy Communion, and ushers at Sunday Masses.
- Funeral arrangements (main contact for Funeral Home, Family, Organist, preparation of readings, etc.) where necessary, with sound, music, prepare binders for celebrations.
- Type correspondence, reports, minutes and agendas of meetings as required.
- 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 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

26 hours/week, Tuesday to Friday; 9:00 a.m. – 4:00 p.m.(includes 30 minute unpaid break)

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

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
- 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>
- 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.