

CAREER OPPORTUNITY for Administrative Assistant Level 1 (Part-time) St. Anthony's, Calgary



ROMAN CATHOLIC
DIOCESE
of Calgary

REPORTS TO

Pastor

OVERVIEW

The parish office is a place of connections, welcoming, listening, engaging, and accompanying newcomers and parishioners as they navigate all stages of life. The Administrative Assistant is considered a key member of the parish team, representing 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. Strong interpersonal skills, exceptional organizational abilities, verbal and written communication skills, strong computer and administration skills, and exceptional attention to detail are required.

RESPONSIBILITIES

Welcome/Serve

- Welcomes visitors and callers in a professional and respectful manner listening to discern their immediate needs and to develop ongoing relationships.
- Engages the pastor or parish team members as required to address the needs presented.
- Provides information pertaining to the liturgical schedule, Adoration hours, and Parish, Baptism and Sacrament registration to callers and visitors.
- Assists new adorers to register using the We Adore Him portal.
- Fulfills requests for Mass Intentions and historical sacramental records.
- Registers new parishioners and maintains family records in Parish Friendly.
- Provides ministry members with screening documents and registers them for Praesidium online training.
- Ensures knowledge of staff movements in and out of the parish
- Monitors visitor access and maintains security and safe environment awareness.

Communication/Engagement

- Assists with preparation and publishing of Parish bulletin as directed.
- Assists with the updating of the parish website as directed.
- Maintains the Parish bulletin boards as directed.
- Communicates with parishioners via email and phone.

Administration

- Provides general administrative and clerical support to the pastor, administrative assistant, Ministry coordinators and others in the office as needed using a variety of computer-based tools including Parish Friendly, MS Office Suite, Google Suite, and other web-based applications.

- Provides administrative support for Mass Intentions, collecting stipends, recording in the liturgical record, Parish Friendly, google calendar and filing documentation.
- Provides administrative support for Safe Environment ministry screening, recording in Parish Friendly and filing documentation.
- Provides administrative support for Baptism and Sacrament registration, preparation of sacrament certificates using Parish Friendly, recording in the Sacrament Registers, notifying the parish of Baptism for Confirmation, and filing documentation.
- Assists with funeral preparation and coordination including preparing the Mass binder for readings, recording the death in Parish Friendly and the Death Register and filing documentation.
- Assists with wedding preparation and coordination including, preparing the Mass binder for readings, preparing the Marriage Certificate using Parish Friendly, completing the civil certificate for signing, mailing the signed civil certificate within 48 hours of marriage, recording the marriage in the Marriage Registry, notifying the parish of Baptism, and filing the documentation.
- Prepares the church for Sunday Masses on Fridays ensuring liturgical binders are in place, pews are tidy, envelopes, pens, missals and promotional items are available, and collection bags are ready.
- Ensures adoration chapel is refreshed and prepared for the coming week on Thursdays.
- Prepares correspondence and documents as directed.
- Receives and sorts mail and deliveries as well as prepares outgoing mail.
- Monitors and maintains office equipment (photocopier, postage meter), and office supplies.
- Liaises with hall kitchen coordinator to ensure hall readiness for planned weekend activities including garbage and recycling management and coffee inventory. Maintains the reception area and boardroom in a clean, tidy and welcoming manner.
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Completion of a High School Diploma with a Diploma or Certificate in Administration an asset
- Minimum one years' experience in a similar role
- Ministry experience is an asset.
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (MS Office)
- 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

- 21 hours/week
- Tuesday, Wednesday noon – 5:15, Thursday, Friday, 9:45am – 3:00pm.

SAFE ENVIRONMENT

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

- 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
- 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 **4pm on Friday, February 16, 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.