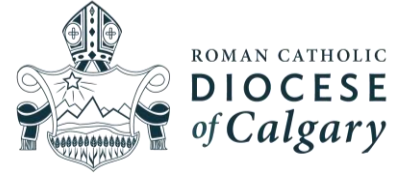


CAREER OPPORTUNITY for Administrative Assistant (Part-time) Canadian Martyrs, Calgary



OVERVIEW

The Administrative Assistant is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail.

RESPONSIBILITIES

Secretarial

- Provides secretarial support to the Pastor and other staff as needed
- Schedules appointments and manage the calendar for the Pastor
- Schedules parish facilities by maintaining a calendar that identifies time, date, name of organization, specific facility or room and the use of keys for the facility
- Types memos, letters, and mailing lists
- Prepares regular and bulk mail outs
- Provides general support to parish committees
- Answers phones and records clear and accurate messages
- Welcomes visitors and callers in a professional and respectful manner
- 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 entries of new registrations, listing of registered parishioners
- Assembles information/data in response to Diocesan requests
- Maintains parish records and files using an appropriate management system (both paper and electronic records/files)
- Maintains a record of facility key holders
- Coordinate weddings requests, manages bookings, complete all necessary documents, forms, etc.

Communications

- Prepares, edits and formats information for the parish bulletin/newsletter
- Composes correspondence, minutes and/or reports as required
- Prepares prayers of the faithful for the Masses
- Prepares forms and other documents (i.e. brochures) as directed
- Updates the parish website on a regular basis
- Updates the parish slideshow display weekly

Other Related Duties

- Establishes and maintains harmonious and respectful working relationships with parishioners, parish staff and committee members
- Undertakes other parish duties as assigned in support of the mission and vision of the Diocese

QUALIFICATIONS

- Experience working as an Administrative Assistant and willing to learn
- Strong organizational and time management abilities
- Proficient MS Office Skills (Outlook, Word, Excel, PowerPoint,)
- Excellent oral and written communication skills
- Strong attention to detail and proofreading skills
- Ability to adapt to rapidly changing priorities
- Ability to work independently and as a member of a team
- Displays active listening skills
- Familiarity with the Diocese
- Displays a high level of energy and positive attitude towards their work

HOURS OF WORK

16.5 hours/week Wednesdays, Thursdays and Fridays 9:00am – 3:00pm includes a 30 minute unpaid lunch break.

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

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholiccyyc.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.

Applications will be accepted until **12pm on Wednesday, July 3, 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.