

# **CAREER OPPORTUNITY** for Administrative Assistant (Part-time) St. James, Okotoks

## 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. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail are required.

## RESPONSIBILITIES

- Provides administrative support to the Pastor and other staff as needed.
- Types memos, letters, correspondence and mailing lists.
- Prepare, assemble and organize mail-outs.
- Provides general support to parish committees.
- Recording the Mass intentions and preparing the list of mass intentions weekly.
- Preparing weekend commentaries, announcements, children's bulletins
- Prepares prayers of the faithful for the weekend and weekday masses.
- Answers inquiries on weddings, coordinate requests, manages bookings, communicates with couples, completes all necessary documents, etc. Preparing the binder with readings and prayers of the faithful.
- Answers inquiries on Funerals, prepares funeral planning sheets and sends the information to ministries involved in funeral planning (sacristans, Music Ministry, luncheon, etc.). Preparing the binder with readings and prayers of the faithful.
- Following up on Baptism requests, gathering all the required documents and scheduling priests to meet with parents and baptism dates, in the absence of a Sacramental coordinator.
- Preparing the baptism certificate and other sacraments as required.
- Attend staff meetings, record action items, and monitor the completion of staff action items.
- Sending confirmation and wedding notification to the church of baptism.
- Maintains entries of new registrations and the 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).
- Filing minutes for Parish Pastoral Council, Finance Council, Liturgical Committee etc.
- Maintains Parish kiosk and orders inventory as needed.
- Maintains inventory of sacramental items and supplies and orders as needed.
- Unpack, alpha sort, label and assemble church donation envelopes for pick-up parishioners.
- Refill donation envelopes in the Church pews.
- Managing grocery gift cards sale and Petty Cash.
- Schedules appointments and manages calendars for the Pastor and Associate Pastor.
- Other duties 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
- 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

## HOURS OF WORK

Monday to Friday, 20 hours/week; ability to work morning or afternoon is required depending on needs of the parish

## 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](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **noon on Tuesday, March 25, 2025**. 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.