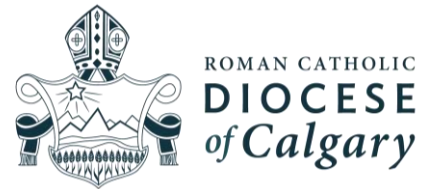


# CAREER OPPORTUNITY *for*

## Administrative Assistant (Full-time)

### Catholic Pastoral Centre – Calgary



## OVERVIEW

The Administrative Assistant provides day-to-day administrative support to the Director of Pastoral Ministry and other team members in the Pastoral Ministry Office, contributing to the overall effectiveness of the team and Office.

## RESPONSIBILITIES

- Provide comprehensive administrative support to the Director of Pastoral Ministry and team members in the Office.
- Manage and prioritize incoming communication, including emails, calls, and correspondence for the Office.
- Perform all clerical duties including filing, copying, organizing, updating files, databases, and ordering of material.
- Assist in the creation, editing and formatting of promotional material, documents, forms, presentations, reports, meeting agendas and minutes.
- Coordinate appointments, meetings, workshops, and conferences, including scheduling, logistics and material.
- Provide hospitality and assistance to visitors and participants in Pastoral Ministry Office related initiatives.
- Other duties as assigned.

## QUALIFICATIONS

- Minimum two years' administrative experience
- Proficient in MS Office Skills (Excel, Word, PowerPoint, Outlook)
- Familiarity with digital media an asset (Canva, Photoshop, YouTube)
- Ability to maintain confidentiality in all aspects of work
- Excellent interpersonal and 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
- Possesses strong organizational and time management abilities
- Familiarity with the Diocese of Calgary and the general operation of parish life

## HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes one-hour unpaid lunch break).

Flexibility with hours is required due to the nature of this role and will include some evenings and weekends. Ability to travel.

## 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 calls, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above 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](mailto:careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **noon on Monday, August 28, 2023**. 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.