

CAREER OPPORTUNITY for Administrative Assistant (Part-time) Our Lady of the Rockies, Canmore

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

- 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, tours, etc.
- Manage all Sacramental Records including maintaining records for weddings and funerals
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Manage donation platforms and programs
- Other related duties assigned to assist the parish in its ministry

QUALIFICATIONS

- Completion of a High School Diploma; 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

25 hours/week (Tuesday to Friday) with the potential of increased hours over time.

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 1 year of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Resumes should be submitted by e-mail to: careers@calgarydiocese.ca.

Applications will be accepted until **4:00 pm on Monday, June 26, 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.