

CAREER OPPORTUNITY *for* Administrative Assistant (Part-time) St. Gerard's Parish

REPORTS TO

Pastor

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 are required.

RESPONSIBILITIES

Primary

- Answer phones and respond to emails or phone queries as necessary;
- Establish and maintain office record-keeping systems; develops filing systems;
- Updates parish census records on a regular basis;
- 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, etc.
- Manage all Sacramental Records including maintaining records for weddings, funerals and RCIA
- Prepare Annual Pastoral Report
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Access Control for Keys & Alarm Codes – keep detailed records and correspond with key holders
- Responsible for office equipment maintenance and upkeep (e.g. Telephone System, Photocopier, etc.)
- Funeral arrangements – main contact for Funeral Home and Family
- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Prepares correspondence, reports, minutes and agendas for meetings as required

Secondary

- Organizes the process of preparing families to celebrate the Baptism of their child
- Maintains a list of parents wanting to participate in Baptismal Preparation
- Implements the Baptismal Preparation process as developed in consultation with the Pastor
- Ensures that appropriate materials are available for the program
- Collects registrations and baptismal certificates and completes all administrative work
- Other duties assigned as appropriate to the role and needs of the Pastor and the Parish

QUALIFICATIONS

Education and Experience

- Post-secondary education (i.e. certificate, diploma or degree) in a related field of study
– Office Administration, Administrative Assistant, Business Management

Knowledge

- Knowledge of the Diocese of Calgary's programs and services preferred
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Familiarity with Parish Friendly
- Knowledge of general office administration practices, ideally in a parish office or other Catholic faith-based organization

Skills

- Excellent customer service
- Excellent written and verbal communication skills
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Strong organizational skills with the ability to manage multiple priorities with minimal errors
- Accurate, thorough and consistent completeness of work assignments

Abilities

- Ability to plan, organize and prioritize
- Ability to work independently with limited supervision
- Ability to maintain confidentiality
- Projects a professional demeanor
- Possesses the ability to anticipate needs
- Is adaptable with the flexibility to meet emergent needs and change work priorities, sometimes without notice
- Makes decisions with confidence and formulates solutions to issues that are barriers to be effective in their work and to support others needs and requirements

Characteristics

- Active Catholic faith life and abides by the teachings of the Catholic Church
- Ability to discern and reflect
- Attitude of service, honest, being authentic and acts with integrity
- Possesses patience, flexibility, adaptability and a sense of humour

- Has a good self-image, self-esteem and is confident in their skills and abilities
- Exercises self-care, takes sufficient time for recreation, uses a support system, sets and respects boundaries
- Undertakes life long learning

HOURS OF WORK

9 hours per week (3 hours per day for 3 days a week)

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

KEY RELATIONSHIPS

Pastor, Parish staff, Bookkeeper, Parishioners, Pastoral Centre staff, other guests to the Parish Office

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.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4 pm on Friday, December 10, 2021**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.