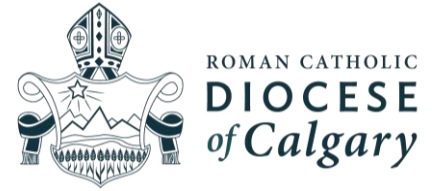


CAREER OPPORTUNITY for Administrative Assistant (Part-time) St. Gerard's Parish, Calgary



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 are required.

RESPONSIBILITIES

- 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 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
- 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
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Experience with Outlook, Word, Excel, and QuickBooks
- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to maintain confidentiality
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Ability to plan, organize and prioritize

HOURS OF WORK

12 hours per week (3 hours per day for 4 days a week)

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

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>
- 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. No phone calls please.

Applications will be accepted until **4 pm on Monday, August 28, 2023**. 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.