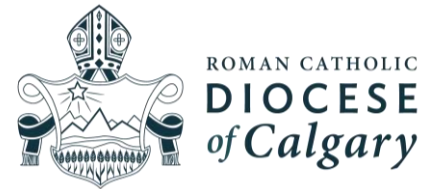


CAREER OPPORTUNITY *for* Administrative Assistant (Full-time) Catholic Pastoral Centre, Calgary



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

Pastoral Ministry Administration:

- 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.

SFXC Administration:

- Administration work for sacraments (recording, scheduling, registration for all sacramental prep., etc.) and coordinate the generation and retention of sacramental records with designated parish
- Maintain and update SFXC participant database and other documentation databases
- Maintain accurate records of program activities, participant feedback, and outcomes
- Prepare regular reports for the diocesan leadership, highlighting achievements, challenges, and recommendations for improvement
- Manage a digital and paper document management system & archives
- Receive and collate feedback/communications and assist in responding to inquiries in collaboration with the Chaplain
- Development and maintenance of SFXC documentation, processes, procedures and policies
- Liaison with vendors (contracts, etc.)
- Administration, management and retention of volunteers and promotion of new volunteer opportunities
- Screen volunteers according to Strengthening Our Parish Communities requirements
- Maintain and update a volunteer database
- Coordination of volunteers for SFXC sub-committees
- Provide reception coverage when the receptionist is away, i.e., vacation, sick
- 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:

- 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 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. No phone calls please.

Applications will be accepted until **noon on Friday, July 19, 2024**. 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.