CAREER OPPORTUNITY *for*

Administrative Assistant (Full-time)
St. Martha's Parish – Lethbridge

ROMAN CATHOLIC DIOCESE of Calgary

OVERVIEW

The Administrative Assistant assists the Pastor in overseeing the administrative support area within the parish and makes sure that polices are in place to ensure that the administrative functions of the parish run smoothly. The Administrative Assistant administers the day-to-day operations of the office and will often assist in ministry areas to ensure that programs and services are running smoothly.

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, etc.
- Coordinate and schedule annual maintenance of protective systems (i.e. Fire alarms, Fire extinguishers, Cross Contamination Devices, Fire Department Inspections, Emergency Lock Box Testing, etc.).
- Prepare Annual Pastoral Report.
- Prepare and publish weekly bulletin.
- Purchase all office supplies, sacristy supplies and Sacramental materials.
- Responsible for office equipment maintenance and upkeep (e.g. Telephone System, Photocopier, etc.)
- Funeral arrangements (main contact for Funeral Home, Family, Organist, preparation of readings, etc.) where necessary, with sound, music, prepare binders for celebrations.
- Oversees safe environment training throughout the parish.
- Ensure the appropriate management of all volunteer screening documentation.
- Supports with the processing of the vulnerable sector police checks and the Praesidium online Sexual Abuse Prevention training.
- Comply with the Diocesan standards for volunteer screening (10 step process) as set out in the Volunteer Policies, Procedures & Screening Manual.
- Attends appropriate training sessions of the diocesan Human Resources Office.
- Provides orientation and training on volunteer screening for all volunteers.
- Other duties assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Completion of a High School Diploma with a Diploma or Certificate in Administration an asset.
- Minimum one year's experience in a similar role.
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook.

- Attention to detail with a high level of accuracy.
- Excellent customer service.
- Excellent written and oral communication skills.
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests.
- Ability to work independently with limited supervision.
- Strong organizational skills with the ability to manage multiple priorities with minimal errors.
- Ability to support and nourish families and individuals with a gentle, pastoral approach.
- Ability to maintain confidentiality and exhibit a professional demeanor at all times.
- Good knowledge of the teachings of the Catholic Faith.

HOURS OF WORK

35 hours per week; Monday to Friday; 8:30 a.m. - 4:00 p.m. (includes 30 minute unpaid lunch break).

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

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.catholicyyc.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 ***a suitable candidate is found.*** 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.