

CAREER OPPORTUNITY for Administrative Assistant (Part-time) Sacred Heart Parish, Strathmore

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.

RESPONSIBILITIES

Secretarial

- Provides secretarial support to the Pastor and other staff as needed
- Schedules appointments and manage the calendar for the Pastor
- Types memos, letters, and mailing lists
- Prepares regular and bulk mail outs
- Provides general support to parish committees

Reception

- Answers phones and records clear and accurate messages
- Welcomes visitors and callers in a professional and respectful manner
- Determines visitor and caller needs or requests and may respond to their inquiries/request or refer them to the Pastor or other appropriate individual

Records Management

- Maintains sacramental records for Baptism, First Eucharist, Confirmation, Marriages and Funerals
- Maintains entries of new registrations, listing of registered parishioners
- Assembles information/data in response to Diocesan requests
- Maintain a record of facility key holders

Communications

- Prepare, edit and format the parish bulletin/newsletter
- Ensures parish profile documentation is current
- Manage communication for sacraments with Pastor, families, liturgists, ministries, Funeral Home, etc.
- Prepares prayers of the faithful for the Masses
- Prepares forms and other documents (i.e. brochures) as directed
- Updates the parish website on a regular basis

Purchasing/Inventory

- Maintains office inventory and orders office supplies as needed
- Maintains inventory of Sacramental items and supplies and orders as needed
- Maintains list of suppliers/vendors

Volunteer Management

- Ensure the appropriate management of all screening documentation
- Complies with the Diocesan standards for volunteer screening as set out in the Volunteer Policies, Procedures & Engagement Manual
- Supports with the processing of the vulnerable sector police checks and the Praesidium online Sexual Abuse Prevention training by providing volunteers with the required links and access

Other Related Duties

- Establishes and maintains harmonious and respectful working relationships with parishioners, parish staff and committee members
- Acts as an Ambassador for the parish in the community
- Other duties as assigned by the Pastor related to the operations of the parish

QUALIFICATIONS

- Minimum two years' administrative experience with a Diploma or Certificate in Administration an asset
- Strong organizational and time management abilities
- Proficient MS Office Skills (Outlook, Word, Excel, PowerPoint)
- Excellent oral and written communication skills
- Excellent customer service
- 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
- Ability to maintain confidentiality
- Displays active listening skills

HOURS OF WORK

- Tuesday to Friday 9:00 am to 4:00 pm (includes one-hour 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

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, aggressive phone calls/visitors, 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

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

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 ***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.