

CAREER OPPORTUNITY *for* **Administrative Assistant (Full-time)** **Sacred Heart 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. Greets and refers visitors with grace and strong customer service focus.

RESPONSIBILITIES

- Provide telephone and office administrative assistance to the Clergy of the Parish, staff and Church ministries includes: Mass intention requests, general inquiries (in person, by email or by phone)
- Perform all clerical duties including telephone answering, reception, filing, document preparation, mail pick up and disbursement, ordering of supplies, preparation and disbursement of ministry schedules, update Parish database files
- Keep track of bookings for Church and hall; prepare rental contracts & discuss policies with renters
- Prepares and distributes Parish bulletin and updates website information
- Prepares daily and weekly commentaries, including Prayers of the Faithful
- Prepares monthly mass schedules for Priests
- Ensure Diocesan memos and communications are distributed appropriately among staff and the parish community
- Develop/maintain Sacramental record keeping system in parish registers and Parish Friendly software. Record weddings, funerals, baptisms, first communions and confirmations; respond to requests for information. Review and prepare annual Pastoral Report for the Pastor and Diocese
- Assist with scheduling of events including weddings, baptisms and funerals; communicate with families/relatives regarding appropriate procedures for each service
- Funerals: main contact for Funeral Home, family, organist, preparation of readings, etc.
- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Maintain keys for facilities and keep a log
- Responsible for office equipment maintenance and upkeep
- 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
- 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
- Displays active listening skills
- Familiarity with the Diocese
- Displays a high level of energy and positive attitude towards their work

HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (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:

- 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

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 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.