

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

OVERVIEW

Provides day to day administrative support to the Judicial Vicar and Chancellor and others in the Tribunal, contributing to the efficient and professional operation of the office. This position also transcribes taking the spoken content verbatim into a written transcript for use by the Tribunal.

RESPONSIBILITIES

- Performs general administrative duties such as word processing, filing, answering phones, photocopying, creating and retrieving correspondence for the Judicial Vicar and other members of the department as required.
- Organizes and schedules appointments for the department Judicial Vicar.
- Plans meetings and takes detailed minutes of meetings as required.
- Assists in meeting deadlines for various tasks and projects that the department is accountable for.
- Assists in data collection and collating of information including use of internet and other resources as necessary.
- Assists in the dissemination of information regarding the department and its mandate to internal and external stakeholders.
- Listen to recorded audios and produce an exact transcript in hard copy and soft copy format. It must be accurate in every detail and produced in a timely manner.
- Implement high level of accuracy and literary skills (e.g. grammar, punctuation) in the typed documents.
- Maintain excellent communication with Case Workers to ensure clarity of audios being transcribed.
- Provide assessment on value of interviews.
- Transfer audios from recorder to H-Drive.
- Maintain digital filing system for Tribunal.
- Other duties as assigned by the Judicial Vicar and Chancellor.

QUALIFICATIONS

- Minimum two years' administrative experience
- Diploma or Certificate in Administration considered an asset
- Proficient MS Office Skills (Excel, Word, PowerPoint, Outlook)
- Experience using various transcription equipment
- Ability to maintain confidentiality in all aspects of work
- Strong attention to detail and proofreading skills
- Excellent communication skills and listening 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

HOURS OF WORK

35 hours/week; Monday to Friday.

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

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 Tuesday, March 3, 2026**. 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.