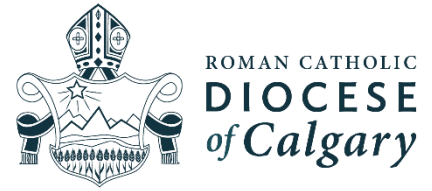


CAREER OPPORTUNITY for Administrative Assistant (Part-time) St. Augustine/St. Joseph, Taber



OVERVIEW

The Administrative Assistant is considered a key member of the parish team and often represents the face of the Parish to parishioners and visitors. 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 are required.

RESPONSIBILITIES

- Answering telephone, screening and directing calls to the appropriate person in the office.
- Replying to parish email and/or forwarding email to the appropriate person.
- Monitor visitor access and maintain security awareness.
- Preparation and publishing of Parish bulletin as directed.
- Provide general administrative support to Ministry leads and others in the office as needed.
- Prepares correspondence and documents as directed.
- Receives and sorts mail and deliveries as well as prepares outgoing mail.
- Organizes conference and meeting rooms.
- Collaborate with staff and parish volunteers to communicate programs and events.
- Create surveys, registration and sign-up forms for events and programs.
- 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.
- Oversees safe environment training of volunteers throughout the parish.
- Completes special projects and additional assignments as requested by the Pastor.
- Other duties as 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 years' experience in a similar role
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (MS Office)
- Knowledge of customer service principles and practices

- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to work independently and as a member of a team
- Displays a high level of energy and positive attitude towards their work

HOURS OF WORK

September - June: Monday to Thursday; 8:30 am to 2:00 pm (includes ½ hour unpaid break)
July - August: Monday to Thursday; 9 am to 12 noon

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

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.