



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✕ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Archives & Marriage Office Administrator*

The Diocese of Victoria, located in beautiful British Columbia, is accepting applications for the position of Archives & Marriage Office Administrator. This 0.8-1.0 FTE position is a dual role that supports the goals of the Diocese of Victoria by managing marriage preparation, documentation, and tribunal requirements, as well as coordinating the Diocesan Archives and records.

Duties and Responsibilities

Marriage Office

- Receive and process forms and maintain records and registers for the Marriage Office
- Receive and process applications for nullity under the direction of the Judicial Vicar
- Function as marriage auditor, conducting interviews as required
- Transcribe interviews and testimonies
- Prepare correspondence as necessary
- Prepare cases for the Tribunal review
- Prepare yearly statistics
- Update and design new forms as appropriate
- Facilitate access to online Marriage Preparation classes

Diocesan Archives

- Acquire, appraise, classify, arrange, describe, and provide access to archival materials
- Ensure archival holdings are securely stored according to current archival standards
- Plan and implement electronic management of the archives as approved by the Chancellor
- Assess, appraise, classify, arrange, and maintain religious artifacts
- Provide research and reference services according to approved archives policy
- Develop, promote, and disseminate archival and records management information to staff of the Diocese through workshops, webinars, and other means of communication
- Ensure sacramental records comply with Canon Law, the Personal Information Protection Act, and Diocesan policies
- Authenticate documents and records, and research the origins and significance of archival materials
- Assist people with archival and sacramental searches
- Respond to enquiries and requests for information from both internal and external sources

Miscellaneous

- Assist in the preparations of annual reports, budgets, and other reports as required
- Serve on committees, attend meetings, and make presentations where necessary and requested



Qualifications

- Excellent command of the English, in both verbal and written communication, including proper spelling, grammar, and punctuation
- Organizational skills and the ability to prioritize tasks with minimal supervision
- High level of initiative, judgment, confidentiality, and discretion
- Excellent interpersonal skills
- Collaborative and communicative
- Must be proficient with MS Office Suite, in particular Outlook, Word, and Excel
- Minimum 2 years' experience in a professional office environment
- Degree or Diploma in relevant field i.e. office administration, history, library science, legal studies, etc,
- Active and practicing member of the Catholic Church
- Knowledge of Canon Law as related to Marriage is an asset

Interested applicants are invited to submit a résumé and cover letter by May 31, 2023, to:

Roman Catholic Diocese of Victoria

Attention: Gwen Jahelka

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<http://www.rcdvictoria.org/employment>

We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.