

# **CAREER OPPORTUNITY** for Office Assistant (Full-time) St. Bonaventure Parish, Calgary



ROMAN CATHOLIC  
**DIOCESE**  
*of Calgary*

## OVERVIEW

The Office Assistant is considered a key member of the parish team, representing the face of the Parish to parishioners and visitors. The Office Assistant helps to organize and process volunteer paperwork, communicating with the necessary ministry leads, and assists the Sacrament Preparation Coordinator as needed.

## RESPONSIBILITIES

### **Secretarial**

- Provide support to the Administrative Assistant as needed.
- Provides coverage when the Administrative Assistant is away.
- Answers phones and responds to emails or phone queries.
- 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.
- Maintain entries of new registrations, listing of registered parishioners.
- Update parish records and files using an appropriate management system (both paper and electronic records/files).

### **Volunteer Screening Coordinator:**

- Ensures the appropriate management of all screening documentation and record maintenance.
- Assesses and assigns risk levels for all parish volunteer positions.
- Uses and annually revises ministry position descriptions for all volunteer positions.
- Complies with diocesan standards in the Volunteer Engagement Manual.
- Support the processing of the vulnerable sector police checks and the Praesidium online training by providing volunteers with the required links and access.
- Participates in communication and reporting between the parish and the diocese.
- Attends appropriate training sessions of the diocesan Human Resources office.
- Provides orientation and training on the 10 steps of volunteer screening for all ministry coordinators and volunteers.
- Works closely with parish administration staff on volunteer records maintenance.

### **Sacrament Assistant:**

- Collaborating with the Sacrament Preparation Coordinator to answer sacrament inquiries.
- Answering emails and communicating with families preparing for Baptism.

- Communicating with parents of the children registered for the sacraments (informing the upcoming sessions, sending reminders, following up the attendance etc.)
- Attend Sacrament Preparation sessions when needed.
- Prepare for and attend Sacrament celebrations when needed.
- Work directly with Sacrament Preparation Coordinator and clergy to ensure smooth, joyful and fruitful journeys for both parents and children.
- Other duties as assigned by the Pastor and the Sacrament Preparation Coordinator related to the operations of the Parish.

## QUALIFICATIONS

- Is a fully initiated Catholic who actively participates in parish life and worship
- Has experience as a parish volunteer and is responsible, flexible, reliable and trustworthy
- Is a good listener, organizer, and effective communicator
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum
- Consults with the Diocesan Volunteer Screening Coordinator and HR Department, and the Pastoral Zone Volunteer Screening Representative
- Previous experience in a similar environment an asset (i.e. parish or Catholic Pastoral Center)
- Good knowledge of the teachings of the Catholic Faith and the Sacraments of Reconciliation, Holy Communion and Confirmation.
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint.
- Excellent organizational skills.
- Ability to work as a team and independently.
- Ability to support and nourish families and individuals with a gentle, pastoral approach.
- Ability to relate and communicate clearly.

## HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes 1-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

## 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](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **noon on Monday, April 13, 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.