



**ST. ANTHONY'S PARISH
ROMAN CATHOLIC DIOCESE OF
CALGARY**



**POSITION DESCRIPTION
OFFICE ASSISTANT**

REPORTS TO

Pastor

OVERVIEW

The Office 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. Performs duties with grace and strong customer service focus.

RESPONSIBILITIES

PRIMARY RESPONSIBILITY:

- Perform Parish office responsibilities, and provide administrative support for Sacraments, weekly Mass and Adoration Chapel.

Specifics:

- Follow established procedures and using Parish Friendly, Microsoft Office, and other tools;
- During scheduled office hours, receive visitors and requests by phone or email, and assist in all ways possible including Mass Intention and Prayer of the Faithful requests, accept sacramental applications, and provide copies of Sacramental certificates when requested.
- Provide Adoration Chapel support including care for Altar linen, candles, prayer intentions, master schedule and sign-in sheets. Arrange for adorer replacements as required.
- Prepare church for Adoration on Thursdays.
- Prepare for Weekend Mass(es) including Prayer of the Faithful & Presider Binders, weekly Mass Intentions, Living with Christ booklets, and pew envelopes.
- Prepare Sacramental Certificates and update sacrament registers as sacraments occur, send confirmation and marriage notifications and prepare annual Pastoral Report.
- Enroll new parishioners in Parish Friendly, prepare and send welcome letters.
- Maintain office and Hall bulletin boards. Collect the votive candle donations and chapel donations.
- Stock Office cabinet of brown bag lunches prepared by the pantry.
- Upkeep of the office reception area and St. Teresa of Calcutta boardroom.
- Upkeep of the Vatican II Hall and kitchen and ordering of supplies in preparation for Sunday Hospitality, Funeral receptions and special functions. Refer maintenance items to Paul Molga.
- Assist the Pastor and secretary with administrative activities such as Baptism packages, liturgical preparation, parish mailing, and event invitations.
- In the absence of the Secretary, when requested, perform key secretarial functions including weekly bulletins, hall door programming, hall booking, key management, and printer and voicemail system management.

QUALIFICATIONS

- Post-secondary education
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Attention to Detail
- Excellent customer service

HOURS OF WORK

Wednesday – Friday - 9:30 A.M. - 3:30 P.M.
 Except July/August – 10 wks: 9:30 A.M. – 12:30 P.M.
 (may only be modified by mutual agreement and as agreed to in employment contract)

KEY RELATIONSHIPS

Pastor, Associate Pastor, Deacon, Parish Secretary, Bookkeeper, Youth Ministry Coordinator, other staff, Parishioners, Pastoral Centre, other guests to the Parish Office.

STRENGTHENING OUR PARISH COMMUNITIES

TO APPLY: The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check, three references and Agreement to the Model Code of Conduct. See <https://www.catholicyc.ca/careers.html>

Interested persons may apply by submitting a complete Application Package including:

- Application for Employment downloadable at <https://www.catholicyc.ca/careers.html>
- Cover letter describing your suitability for the position by one of the following:
- Resume or CV

E-mail to: humanresources@calgarydiocese.ca

Submit your application by April 16, 2019.

We thank in advance all applicants for their interest. Only short listed applicants will be contacted.