

CAREER OPPORTUNITY for

Operations and Ministry Coordinator (Full-time)

St. Bonaventure Parish, Calgary

RESPONSIBILITIES

Administration

- Covers when the receptionist is away from the desk and performs all of their duties including answering phones, ordering supplies, scheduling parish facilities.
- Supervises the scheduling of parish facilities in the calendar book.
- Maintains entries of new registrations, listing of registered parishioners.
- Maintains parish records and files using an appropriate management system (both paper and electronic records/files).
- Manages and maintains office contracts and maintenance of computers, telephone system, photocopier and other equipment.
- Manages the phone system, records directory messages and notifies TP Communications of any changes or outages.
- Manages Sacramental records for Weddings and Funerals.
- Assists with Funeral arrangements when needed.
- Advises families of costs for funerals and weddings.
- Weddings: aid in preparation of Marriage Papers with completing licence and church certificate, record and submit documents to government.
- Supports and manages digital donation systems, e-transfers, Canada Helps, PAD.

Purchasing/Inventory

- Supervises and approves the ordering of liturgical supplies.
- Supervises the office inventory and authorizes the ordering of office supplies.
- Supervises and authorizes the sale of parish items and ordering of inventory.
- Maintains list of suppliers/vendors.

Event and Facilities Management

- Supervises facility rental agreements, manages parish hall special rental requests.
- Manages and maintains all maintenance contracts for the building and grounds.
- Coordinates and schedules annual safety maintenance (i.e. fire alarms, fire extinguishers, fire suppression system, Fire Department Inspections).
- Manages contracts for utilities, armoured car service, security guards.

Security

- Monitors all security cameras. Captures incidents and provides footage to appropriate authorities.
- Alerts authorities if needed for emergencies or security breaches.
- Manages access to the building, key distribution and inventory. Maintains a record of facility key holders or keyless entry fobs, trains users to the system.

Building and Grounds Maintenance

- Supervise the monitoring of all operations related such as heating, venting, air conditioning, mechanical equipment, electrical, kitchen, security, fire protection, boilers, furnaces, fridges and freezers by caretakers.
- Identify when maintenance and repairs are needed by outside contractors; bring the need for major repairs to the attention of the Parish Priest and arrange for contractor.
- Arrange and oversee the work of outside contractors and service providers and evaluate the completion of the work before payment.
- Supervise grounds maintenance contractor i.e. lawn care, flower beds, tree trimming, parking lot repair, line painting.
- Other related duties assigned to assist the parish in its ministry.

QUALIFICATIONS

- Diploma or degree in Business Administration, Office Administration, Management, or a related field, or equivalent work experience.
- 3–5 years of administrative or office management experience, preferably in a non-profit, church, or community organization.
- Strong organizational and record-keeping skills with the ability to manage both paper and electronic files.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and general office software.
- Experience managing scheduling systems, calendars, and facility bookings.
- Ability to coordinate vendors, contractors, and maintenance services for building and equipment.
- Experience with financial processes or donation systems (e-transfers, online donations, PAD) is an asset.
- Strong communication and customer service skills, with the ability to interact professionally with parishioners, families, and staff.
- Ability to maintain confidentiality and handle sensitive records, including sacramental and personal information.
- Ability to work independently, prioritize multiple tasks, and respond effectively to operational or facility issues.

HOURS OF WORK

Monday to Friday; 8:30 am – 4:30 pm (includes one 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 Academy Online Abuse Prevention Program
- 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 **4:30 pm 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.