

OUR LADY OF FATIMA CHURCH
R.C. Diocese of Calgary



SECRETARY (Part-Time)

REPORTS TO

Pastor

OVERVIEW

The part-time Secretary 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. Greets and refers visitors with grace and strong customer service focus.

RESPONSIBILITIES

Specific:

- Answer phones and respond to emails or phone queries as necessary
- Aids persons in need that come to the Parish Office. Refers persons, as appropriate, to agencies/organizations
- Keep track of bookings for Church and Halls; prepare rental contracts & discuss policies with renters
- Reply and/or forward incoming emails
- Establish and maintain office record-keeping systems
- Prepare cash deposits (Mass intentions, gift booth monies, money donation boxes)
- Handle postage services including bulk purchases and bulk mail preparation
- Assures weekly bulletin is prepared and produced; gathers and edits content, prepares inserts, and layout of the bulletin and completes the bulletin for printing
- Prepares weekly Prayers of the Faithful
- Prepares weekly Mass announcements
- Provides secretarial duties for the Pastor as requested, including letters, memos and reports, receiving and placing telephone calls, scheduling appointments and processing mail
- Responsible for office equipment maintenance and upkeep (e.g. TP Telephone System)
- Develop/maintain Sacramental record keeping system in parish registers and Parish Friendly software. Record weddings, funerals, first communions and confirmations; respond to requests for information. Review and prepare annual Pastoral Report for the Pastor and Diocese
- Prepare sacramental certificates
- Assist with scheduling of events including weddings, baptisms and funerals; communicate with families/relatives regarding appropriate procedures for each service
- Funeral arrangements (main contact for Funeral Home, Family, Organist, preparation of readings, etc.
- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Photocopying/labels as required
- Type correspondence, reports, minutes and agendas of meetings as required
- Complete Government marriage registrations and notices to parishes of all sacraments.
- Prepare mail-outs and special programs or bulletins, e.g. Together in Action and Tax Receipts
- Maintain keys for facilities and keep a log
- Keep reception area, print room and storage closets organized
- Order signs, Makes up signs for Church doors and Bulletin Boards
- Maintains bulletin boards
- Maintain coffee supplies in Staff Kitchen and work room (stationary)
- Help coordinate special events (dinners, ministry fair, conferences, etc., etc.)
- Issue Mass Cards and take requests for Mass Intentions (shared with receptionist)
- Updates parish census records on a regular basis; prepare report for Welcoming Committee
- Helps with Parish Communication via Social Media, Facebook & Twitter accounts;
- Make changes to Parish Friendly (PFS)
- Other duties as assigned

QUALIFICATIONS

- Diploma or Certificate in Administration an asset
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Attention to Detail
- Excellent customer service
- Fluent in English with Portuguese a definite asset

HOURS OF WORK

Part time (4 days/week; 3 hours/day). This position is Tuesday-Friday (2:00-5:00 p.m.) (may only be modified by mutual agreement and as agreed to in employment contract)

KEY RELATIONSHIPS

Pastor, Associate Pastor (if applicable), Bookkeeper, Religious Education Coordinator, Youth Ministry Coordinator, other staff, Parishioners, Pastoral Centre, other guests to the Parish Office

PLANNING AND REVIEW

The HR Policy recommends a minimum of two performance review sessions per year, once at the beginning of the year to set the stage for the coming year and a second one as a mid-year review to ensure priorities are still valid and on track to meeting your goals. For new employees, the initial planning session will occur at hire and will follow the planning/review schedule.

STRENGTHENING OUR PARISH COMMUNITIES

The RC Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening for this position includes a satisfactory Vulnerable Sector Police Check and Agreement to the Model Code of Conduct which is downloadable at <http://www.calgarydiocese.ca/articles/employment-opportunities.html>

TO APPLY:

This posting will remain open until February 15, 2019. Interested persons may apply by submitting a completed Application for Employment downloadable at <http://www.calgarydiocese.ca/articles/employment-opportunities.html> along with a Resume and a cover letter describing their suitability for the position and resume to the attention of Human Resources by one of the following:

E-mail to: careers@calgarydiocese.ca

Or mail to:

Human Resources
Catholic Pastoral Centre
120 17th Avenue SW
Calgary, Alberta, T2S 2T2

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