

# **CAREER OPPORTUNITY** *for* Administrative Assistant (Part-time) Our Lady of the Rockies Parish, Canmore

## REPORTS TO

Pastor

## OVERVIEW

The Administrative 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.

## RESPONSIBILITIES

### **Secretarial**

- Provides secretarial support to the Pastor and other staff as needed
- Schedules appointments and manage the calendar for the Pastor
- Schedules parish facilities by maintaining a calendar that identifies time, date, name of organization, specific facility or room and the use of keys for the facility
- Types memos, letters, and mailing lists
- Prepares regular and bulk mail outs
- Provides general support to parish committees

### **Reception**

- Answers phones and records clear and accurate messages
- 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

### **Records Management**

- Maintains sacramental records for Baptism, First Eucharist, Confirmation, Marriages and Funerals
- Maintains entries of new registrations, listing of registered parishioners
- Assembles information/data in response to Diocesan requests
- Maintains parish records and files using an appropriate management system (both paper and electronic records/files)
- Maintains a record of facility key holders

### **Communications**

- Prepares, edits and formats information for the parish bulletin/newsletter
- Composes correspondence, minutes and/or reports as required
- Ensures parish profile documentation is current
- Prepares prayers of the faithful for the Masses

- Prepares forms and other documents (i.e. brochures) as directed
- Updates the parish website on a regular basis
- Updates the parish slideshow display weekly

### **Purchasing/Inventory**

- Maintains office inventory and orders office supplies as needed
- Maintains Parish Kiosk and orders inventory as needed
- Maintains inventory of Sacramental items and supplies and orders as needed
- Maintains list of suppliers/vendors

### **Donation Program Management**

- Manage donation platforms and programs
- Prepare and print reports to assist Bookkeeper
- Update weekly financial report for the website

### **Pastoral**

- Answers inquiries on the Columbarium, update records and issue documents as required
- Answers inquiries on weddings, coordinate requests, manages bookings, communication with couples, complete all necessary documents, etc.
- Answers inquiries on all other Sacrament requests
- Coordinate facility tours, manages bookings and communicates necessary information to all stakeholders

### **Other Related Duties**

- Establishes and maintains harmonious and respectful working relationships with parishioners, parish staff and committee members
- Acts as an Ambassador for the parish in the community
- Sets and monitors schedule of automatic doors
- Other duties as assigned by the Pastor related to the operations of the parish.

## **QUALIFICATIONS**

### **Education and Experience**

- Post-secondary education (i.e. certificate, diploma or degree) in a related field of study – Office Administration, Administrative Assistant, Business Management
- Three – five years of general office experience preferred, ideally in a parish office or other Catholic faith-based organization

### **Knowledge**

- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Knowledge of general office administration practices
- Website management

### **Skills**

- Excellent customer service
- Excellent written and verbal communication skills

- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Strong organizational skills with the ability to manage multiple priorities with minimal errors
- Accurate, thorough and consistent completeness of work assignments

## **Abilities**

- Ability to plan, organize and prioritize
- Ability to work independently with limited supervision
- Ability to maintain confidentiality
- Projects a professional demeanor
- Possesses the ability to anticipate needs
- Is adaptable with the flexibility to meet emergent needs and change work priorities, sometimes without notice
- Makes decisions with confidence and formulates solutions to issues that are barriers to be effective in their work and to support others needs and requirements

## **Characteristics**

- Active Catholic faith life and abides by the teachings of the Catholic Church
- Ability to discern and reflect
- Attitude of service, honest, being authentic and acts with integrity
- Possesses patience, flexibility, adaptability and a sense of humour
- Has a good self-image, self-esteem and is confident in their skills and abilities
- Exercises self-care, takes sufficient time for recreation, uses a support system, sets and respects boundaries
- Undertakes life long learning

## **HOURS OF WORK**

- 25 hours/week (Tuesday – Friday)- as determined by the Pastor

## **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

## **PHYSICAL DEMANDS**

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

## KEY RELATIONSHIPS

Pastor, Parish staff, Bookkeeper, Parishioners, Pastoral Centre staff, other guests to the Parish Office

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **4 pm on Friday, February 24, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.