

# **CAREER OPPORTUNITY for**

## **Administrative Assistant (Full-time, Temporary)**

### **St. Ambrose/St. Catherine's – Coaldale/Picture Butte**

## **OVERVIEW**

The Administrative Assistant is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong organizational abilities, verbal and written communication skills and exceptional attention to detail are required to be successful in this role. This is a full time temporary position ending May 30, 2025 with the possibility of extension.

## **RESPONSIBILITIES**

### **Reception**

- Answer phones and responds to emails or phone queries as necessary.
- Greets visitors and provides information in person on the parish and/or services provided.

### **Administrative**

- Create and print the weekly parish bulletin and inserts for both parishes. Publish bulletin on website.
- Advertise special events through the bulletin or with posters on bulletin boards.
- Prepare and print the monthly parish calendar of events and activities.
- Prepare prayers of the faithful and announcements for Sunday masses for both parishes.
- Manage the Easy Worship Program, prepare the choir song list & mass responses weekly and upload to choir loft computer.
- Order all supplies and track each parish costs.
- Keep schedule of events and bookings for meeting rooms.
- Prepare the ministry schedules for both parishes.
- Record all sacraments & deaths in the Parish Friendly System database and in the sacraments registers.
- Prepare sacraments certificates.
- Update Parish Friendly directories on regular basis.
- Prepare lists of parishioners for various programs/committees/councils.
- Prepares brochures/programs for special events/services – Lent, Easter, Christmas.
- Assist parish committees/groups/individuals with photocopying as necessary
- Volunteer screening duties for both parishes
- Responsible for yearly parish mail outs and donation envelopes distribution as required
- Other duties as assigned by the Pastor.

## QUALIFICATIONS

- Post-secondary education (i.e. certificate, diploma or degree) in a related field of study – Office Administration, Administrative Assistant, Business Management
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- High attention to detail and accuracy
- Ability to work independently in a varied and diverse environment and as a member of a team
- Displays integrity, tact and good judgment in resolving problems and answering inquiries
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Ability to maintain confidentiality and exhibits a professional demeanor at all times

## HOURS OF WORK

35 hours/week. Monday to Friday 8:30 am – 4:00 pm (includes a 30 minute 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 (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## 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 April 25, 2025**. 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.