

CAREER OPPORTUNITY *for* Administrative Assistant (Part-time) St. Martha's Parish, Lethbridge

OVERVIEW

The 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.

RESPONSIBILITIES

Primary

- Answer phones and respond to emails or phone queries as necessary
- Establish and maintain office record-keeping systems; develops filing systems
- Updates parish census records on a regular basis
- Helps with Parish Communication via Social Media, Facebook & Twitter accounts
- Provides secretarial duties for the Pastor, as requested, including letters, memos and reports, receiving and placing telephone calls, scheduling appointments and processing mail
- Make all changes to Parish Friendly (PFS) as required
- Coordinate and schedule all aspects of Church usage – Masses, Ministry meetings, Sacraments, funeral, weddings, Parish Missions, special events, etc.
- Coordinate and schedule annual maintenance of protective systems (i.e. Fire alarms, Fire extinguishers, Cross Contamination Devices, Fire Department Inspections, Emergency Lock Box Testing, etc.)
- Manage all Sacramental Records including maintaining records for weddings, funerals and RCIA
- Prepare Annual Pastoral Report
- Assist the Pastor with Property Contracts
- Update Parish policies and procedures with Pastor's input
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Access Control for Keys & Alarm Codes – keep detailed records and correspond with key holders
- Manage Volunteer Screening requirements according to established policies and procedures (i.e. ten step process)
- Responsible for office equipment maintenance and upkeep (e.g. Telephone System, Photocopier, etc.)
- Funeral arrangements (main contact for Funeral Home, Family, Organist, preparation of readings, etc.) where necessary, with sound, music, prepare binders for celebrations

- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Complete Government marriage registrations and notices to parishes of all sacraments
- Type correspondence, reports, minutes and agendas of meetings as required
- Ensures that appropriate materials are available for the program
- Collects registrations and baptismal certificates and completes all administrative work
- Assists in setting dates and preparing for liturgies
- Other duties assigned as appropriate to the role and needs of the Pastor and the Parish

QUALIFICATIONS

- Diploma or Certificate in or other relevant field of study (Office Administration, Business Administration/Management) considered an asset
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Strong attention to detail
- Excellent customer service
- Excellent written and oral communication skills
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Ability to work independently with limited supervision with a high degree of initiative and self-motivation
- Strong organizational skills with the ability to manage multiple priorities with minimal errors
- Ability to maintain confidentiality and always exhibit a professional demeanor
- Accurate, thorough and consistent completeness of work assignments
- Must be a self-starter, able to work with minimal supervision and possess solid decision-making abilities

HOURS OF WORK

Monday – Friday (8:30 am – 3:00 pm), including ½ hour unpaid lunch break

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- 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 1 year 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 *a suitable candidate is found*. 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.