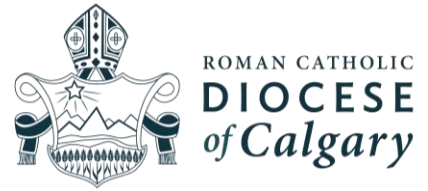


# **CAREER OPPORTUNITY** *for* Administrative Assistant St. Michael's Catholic Community – Calgary REPORTS TO



Director of Operations

## **OVERVIEW**

The Administrative Assistant is considered a key member of the parish staff and represents the face of St. Michael's Catholic Community to parishioners and visitors. This Administrative Assistant role is the initial contact for face to face requests at the office as well as telephone inquiries.

The incumbent provides secretarial and receptionist support to the Parish Priest(s), the Director of Operations and other members of the parish staff. This position reports to the Director of Operations and has access to the Parish priests.

## **RESPONSIBILITIES**

### **Ambassador**

- Being a frontline interface between the public and the parish, ensuring that the parishioners' requests are vetted to the proper ministry/person.
- Be a team player on the parish staff and actively support Parish leadership decisions.

### **Administrative Duties**

- Provide telephone and office administrative assistance to the priests of the parish, staff and church ministries includes: mass intention requests, general inquiries (in person, by email or by phone), weekly weekend and weekday Mass intentions list, announcements
- Perform all clerical duties including telephone answering, reception, filing, document preparation, mail pick up and disbursement, ordering of supplies, preparation and disbursement of ministry schedules, update Parish database files
- Prepare email and letter drafts for priests and/or Director of Operations
- Prepare confirmation of Parishioner letters for Priest to sign
- Receive payment in different forms for various items
- Collect information about sick parishioners and submit to the pastor
- Review and prepare requests for copies of certificates (Baptism, Confirmation, etc.)
- Record keeping and reporting
  - Enter parishioner registrations and prepare welcome letters to be signed by Pastor and mailed
  - Maintain and keep current the parish members database (currently in Parish Friendly)
  - Assign envelope #'s as required
  - Keep track of paperwork for Priests for marriages – priests will handle the rest
  - Prepare for Pastor review and submit the annual Parish information survey to the Diocese

- Prepare and maintain a current list of Mass intentions and the sick including visitation and Communion requirements where necessary
- Assist in the organization and scheduling of special liturgies including baptisms, funerals, marriages, marriage blessings and all other parish liturgies including regular Masses
- Restock both sacristies with Wine and Hosts
- Assist in the preparation and publishing of the parish bulletin.
- Place calls to Ricoh when copier malfunctions or is low on toner, etc.
- Manage front office monies for Mass Intentions, etc.
- Order and organize flowers at Easter and Advent
- Ensure we have enough ashes for Ash Wednesday and for the schools
- Prepare draft and final script for Triduum
- Order annual items: Ordo, Lector's books, Missals, candles, etc.
- Compile and produce a consolidated list of Weekly announcements (pre-arrange with Communications Coord.).
- Provide assistance to the various ministries/activities of the parish including mailings, bulletin inserts, and other items as required.
- Assist ministry leads with office support as required. This includes photocopying, mailing, preparation of lists/databases, nametags etc.
- Gather requirements, approval and order office supplies and stock the photo copier paper
- Prepare and submit an annual budget for the office supplies as requested by the Director of Operations. Manage and monitor the annual budget for office supplies.
- Document all processes and procedures that are the responsibility of this position.
- Such other duties as may be assigned by the Director of Operations or Pastor from time to time consistent with the position of Administrative Assistant.

## **Volunteer Screening**

- Assists parish ministries to ensure that volunteers obtain required screening (i.e. Vulnerable Sector Police Information Checks, Praesidium online Sexual Abuse Prevention Training)
- Manage volunteer files and keep them secure

## **SKILLS, EXPERIENCE AND QUALIFICATIONS**

- Ideal candidate is a fully initiated Catholic in communion and in good status with the Catholic Church
- Post-secondary education (i.e. certificate, diploma or degree) in a related field of study – Office Administration, Administrative Assistant, Business Administration or Management or equivalent training and business experience
- Proficient computer skills with MS Word, MS Excel, Outlook, Internet, working knowledge of QuickBooks
- Minimum of 3 years' experience working as a secretary and as a receptionist
- Strong organizational and interpersonal skills
- Comfortable with accountability and sensitivity to the observance of personal boundaries
- Familiarity with Parish friendly software and Office365 is an asset
- Church office environment knowledge and experience is a definite asset
- High attention to detail and accuracy
- Ability to communicate at all levels with both internal and external contacts
- Display integrity, tact and good judgement in resolving problems and answering inquiries
- Ability to work independently in a varied and diverse environment and as a member of a

team

- A high degree of initiative and self-motivation
- Ability to strictly maintain confidentiality (this is a condition of employment)
- Ability to deal with conflicts and conflicting priorities
- Excellent oral communication, basic computer and written skills

## HOURS OF WORK

Wednesday to Friday (9:00 a.m. – 5:30 pm; 8.5 hours with ½ hour unpaid lunch break)

Saturday (11:00 a.m. – 7:30 pm; 8.5 hours with ½ hour unpaid lunch break)

Sunday (8:30 a.m. – 12:30 p.m. and 4:00 p.m. – 7:00 p.m.; 7 hours)

## SAFE ENVIRONMENT

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

- Participate in an interview and provide appropriate reference checks for the role
- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to the Model Code of Conduct

## KEY RELATIONSHIPS

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

## PHYSICAL DEMANDS

- Sitting to complete computer and desk-based tasks
- 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

## 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) references (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 March 4, 2021**. 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.