

# **CAREER OPPORTUNITY** *for* Administrative Assistant (Casual) St. Michael's Parish, Pincher Creek

## REPORTS TO

Pastor

## RESPONSIBILITIES

- Answer phones and respond to emails or phone queries, as necessary.
- Assists visitors to the parish office.
- Maintains parish database of parishioners.
- Assists Pastor with scheduling of sacraments and appointments.
- Administrative duties in preparation of daily and weekend Mass.
- Ordering of office and parish supplies.
- Provide office support for the Pastor.

## QUALIFICATIONS

- Experience with MS Office Products such as Outlook and Word
- Required to provide a Police Information Check

## HOURS OF WORK

6 hours/week to be determined by the Pastor.

## TO APPLY

Please send a cover letter and resume to [st.michaels@shaw.ca](mailto:st.michaels@shaw.ca)

Applications will be accepted until a suitable candidate is found. Only applicants who are short-listed for an interview will be contacted. We thank in advance all applicants for their interest.