



CAREER OPPORTUNITY for

Volunteer Screening Coordinator/Office Assistant (Part-time)

St. James Parish, Calgary

OVERVIEW

This position coordinates the volunteer screening program at the parish and assists in administrative work in the front office, working closely with the Administrative Assistant, the Pastor and the leaders of each parish ministry. This role impacts the quality of screening conducted at the parish level as we strive to ensure the protection of vulnerable persons (minors, the elderly and adults with disabilities).

RESPONSIBILITIES

Volunteer Screening:

- Ensures the appropriate management of all screening documentation
- Assesses and assigns risk levels for all parish volunteer positions in alignment with the standards set by the Diocese
- Uses and annually revises ministry position descriptions for all volunteer positions
- Supports with the processing of the vulnerable sector police checks and the Praesidium online Sexual Abuse Prevention training by providing volunteers with the required links and access
- Complies with the Diocesan standards for volunteer screening (10 step process) as set out in the Volunteer Policies, Procedures & Screening Manual
- Participates in communication and reporting between the parish and the diocese
- Attends appropriate training sessions of the diocesan Human Resources Office
- Provides orientation and training on volunteer screening for all ministry coordinators and volunteers
- Works closely with parish administration staff on volunteer records maintenance
- Oversees safe environment training throughout the parish

Office Assistance:

- Provide support to the Administrative Assistant as assigned
- Maintain entries of new registrations, listing of registered parishioners
- Update parish records and files using an appropriate management system (both paper and electronic records/files)

Sacramental Preparation Assistance:

- Assisting Sacramental Preparation Coordinator as assigned
- Data entry of sacrament registers into Parish Friendly
- Maintain and update parish records for sacraments
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- High School diploma; Certificate/Diploma in Office Administration an asset
- Previous office experience an asset
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Attention to Detail
- Excellent customer service

HOURS OF WORK

12-18 hours per week. Flexibility with hours is required due to the nature of this role and will include some evenings and week-ends.

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

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

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. No phone calls please.

Applications will be accepted until **4 pm on Tuesday, July 4, 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.