

CAREER OPPORTUNITY *for*

Administrative Assistant (Part-time)

St. Augustine/St. Joseph, Taber/Vauxhall



OVERVIEW

The Administrative Assistant is considered a key member of the Parish staff and often represents the face of the Parish 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.

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 Clergy of the Parish, staff and Church ministries includes: Mass intention requests, general inquiries (in person, by email or by phone)
- Be a frontline interface between public and the Parish, ensuring parishioners are directed to the proper ministry/person
- 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, make appointments and keep church calendar up to date
- Prepare email and letter drafts for the Pastor
- Receive payment in different forms for various items including stole fees, mass intentions and religious education
- Collect information about sick parishioners and submit to the Pastor
- Prepare letters of invitation, list, etc. for All Souls Mass
- Prepare posters for events i.e. parish picnic, memorial Mass, cemetery Mass, etc.
- Maintain sacramental records in Books and Parish Friendly
- Record keeping and reporting
 - Maintain and keep current the Parish members database
 - Prepare for Pastor review and submit the annual Parish information survey to the Diocese – Annual Pastoral Report
- Assist in the organization and scheduling of special liturgies including baptisms, funerals, marriages, marriage blessings and all other parish liturgies including regular Masses
- Manage front office monies for Mass Intentions, etc.

- Assist ministry heads 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
- Manage office supplies.

Communication Duties

- Prepare and publish Parish bulletin/newsletter- email to parishioners
- Update website and Facebook
- Compile and produce a consolidated list of weekly announcements.
- Provide assistance to the various ministries/activities of the Parish including mailings, bulletin inserts, and other items as required.
- Other duties as assigned by the Pastor related to the operations of 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
- 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
- Strong organizational skills
- Ability to maintain confidentiality and always exhibit a professional demeanor

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

HOURS OF WORK

- September-June: Monday to Thursday from 8:30 am to 2:00 pm including ½ hour unpaid break
- July-August: Monday to Thursday from 9 am to 12 noon

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 the 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. 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.