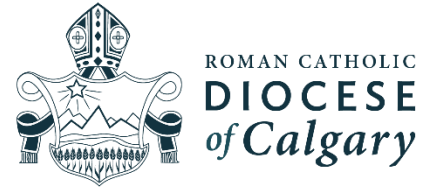


CAREER OPPORTUNITY for Administrative Assistant (Full-time) St. Albert the Great Parish, Calgary



OVERVIEW

The Administrative Assistant assists the Pastor and Office Manager in overseeing the administrative support area within the parish (staff and/or volunteers) and makes sure that policies are in place to ensure that the administrative functions of the parish run smoothly. The Administrative Assistant administers the day-to-day operations of the office and assists ministries with room bookings.

RESPONSIBILITIES

- Answering telephone, screening and directing calls to the appropriate person in the office.
- Establishes, maintains and updates office record-keeping systems.
- Provides secretarial duties for the Pastor, as requested, including letters, memos and reports, receiving and placing telephone calls.
- Make all changes to Parish Friendly (PFS) as required
- Prepare and publish weekly bulletin.
- Establishes and maintains effective communication and co-operation with other Parish staff, with Parish Pastor and Parish Council.
- Keeps the Pastor and Office Manager informed of office activities and of any significant issues that may be cause for concern or escalate into larger issues/problems.
- Manages parish calendars and events including Masses, meetings, communicates with families/relatives/general public regarding appropriate procedures for each service.
- Maintains the bulletin boards, Prayer Board TV and Narthex TV
- Maintains key storage/distribution and tracking of distribution.
- Opens the office in the morning and securely closes the office in the evening.
- Schedules and contacts computer personnel and office equipment repair personnel when required.
- Helps with Parish Communication, as requested by the Pastor.
- Schedules and distributes Mass Cards for parishioners.
- Ensures the pew cleaners have envelopes including special collection envelopes.
- Other related duties assigned to assist the parish in its ministry.

QUALIFICATIONS

- Ability and willingness to enthusiastically support the mission of the Church
- Post-secondary education (i.e. certificate, diploma or degree) in a related field of study – or Office Administration, Administrative Assistant, Business Administration or similar work experience
- Proficient computer skills & applicable technology and software (i.e. MS Office Products)

- Excellent interpersonal communication skills, including: active listening, problem solving, and capacity to demonstrate good judgment, courtesy, confidentiality and tact with others
- Attention to detail with a high level of accuracy
- Effective organization, time and stress management skills
- Ability to maintain confidentiality
- Excellent written and verbal communication and presentation skills, including the ability to articulate in a compelling fashion

HOURS OF WORK

Monday to Friday; 9:00 a.m. – 4:30 p.m. (includes 30 minute unpaid lunch break)

SAFE ENVIRONMENT

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

- Police Information Check (PIC)
- 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 3 months 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.