

GUARDIAN ANGELS PARISH

Parish Administrative Assistant Part-time

Guardian Angels Parish is looking for an Administrative Assistant (AA). As the first point of contact for the parish, the incumbent must be committed to creating an environment of hospitality and service for all those who contact the Parish office.

The incumbent will have various administrative responsibilities, including but not limited to: recording and maintaining sacramental records; maintaining the parish and hall calendars (events and rentals); supporting the pastor with calendaring and appointments; maintaining the parishioner database on Paritek; preparing correspondences; preparing income tax contribution receipts; and other general administrative duties.

The successful candidate must:

- Have commitment to the Mission and understand the instrumental impact this role plays in creating missionary decuples;
- Be passionate about servant leadership;
- Be professional, responsive and have a positive attitude, including a dedication to punctuality;
- Have superior time management and multitasking skills with the ability to prioritize tasks with minimal supervision;
- Have considerable knowledge of the principles and practices governing a Catholic environment and the application of these at the parish level;
- Maintain absolute confidentiality;
- Meet Archdiocesan Safe Environment requirements and protocols;
- Have the desire to strive for a Christ-like character with a joyful heart for God;
- Have the ability to maintain a filing system and basic database.

Experience and Education Requirements:

- Minimum two (2) years of previous work experience in a similar role and/or work environment.
- Computer proficient with Microsoft Office Suite, in particular Outlook, Word, Excel and Access; Knowledge of Paritek and also Simply Accounting is an asset.
- Certification Program in Office Administration / Administrative Assistant or equivalent.

Working Environment:

- Opportunity to work in a faith-based environment;
- The working hours are to be determined by Pastor based on the needs of the Parish.

Please submit a résumé and a cover letter with “Parish Administrative Assistant” in the subject line to: parish.ga@rcav.org

Thank you for your interest; only shortlisted candidates will be contacted.