

ST. FRANCIS OF ASSISI PARISH

Parish Administrative Assistant (Part-Time, Monday to Friday)

St. Francis of Assisi Parish is looking for an administrative assistant. As the first point of contact, the Administrative Assistant will carry out all duties in a friendly, professional, courteous and efficient manner. The Administrative Assistant is responsible for a wide range of administrative duties, including typical secretarial and receptionist duties in addition to more complex functions. Reporting to the Pastoral Associate, the Administrative Assistant assists with coordinating functions to ensure the smooth running and faith-centred operation of the parish office.

The successful candidate must:

- Be an active Catholic with an authentic relationship with Jesus Christ and a desire to be an intentional disciple;
- Possess excellent verbal and written communication skills;
- Have superior time management and multi-tasking skills, and the ability to prioritize tasks;
- Have considerable knowledge of the Catholic faith;
- Be able to maintain absolute confidentiality;
- Be able to work in a collaborative manner with the pastor, staff, volunteers, parishioners and visitors
- Meet Archdiocesan Safe Environment requirements and protocols

Some duties include:

- Answering the door, phone and email inquiries;
- Maintaining the parish calendar, parishioner data base and sacramental records;
- Recording Mass Intentions, parish and other events, room bookings and donations;
- Preparing the bulletin, certificates and tax receipts

Experience and Education Requirements:

- Minimum of two (2) years work experience in office administration;
- Proficient with Microsoft Office, in particular Outlook, Word, Publisher and Excel

Working Environment:

- Opportunity to work in a faith-based environment;
- Working hours are Monday to Friday, 9 am to 4 pm;
- Excellent benefits package, including pension plan

Please submit a résumé and cover letter with “*Administrative Assistant*” in the subject line to:
Fr. Eugenio Aloisio
Email: sfaparish@shaw.ca

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