

# PARISH ADMINISTRATIVE ASSISTANT

St. Anthony's Parish



Archdiocese  
of Vancouver

## Overview of Position:

The Administrative Assistant is responsible for a wide range of administrative duties, including secretarial and receptionist functions as well as other tasks concomitant with the position. Under the direction of the Pastor, the Administrative Assistant is responsible for coordinating functions to ensure the smooth running and operation of the parish office.

The Administrative Assistant is the primary contact and “face” of St. Anthony's Parish and the critical link between the Pastor and the parish community. As the first point of contact, the Administrative Assistant must carry out all duties in a professional, courteous, and efficient manner.

## Key Responsibilities:

Provide Administrative Support by:

- Performing administrative tasks related to the smooth day to day operation of a Parish, such as recording mass intentions, maintaining sacramental records, responding to all correspondence; manage a master Parish calendar and the pastor's calendar;

Provide leadership support by:

- Establishing, maintaining and managing a comprehensive list of the pastor's action items using effective electronic tools to manage and meet deadlines;
- Liaising with facilities staff to ensure regular maintenance and timely resolution of issues as they arise;
- Providing assistance to other staff, clergy and volunteers as appropriate;
- Acting as recording secretary to the Parish Leadership Team, ensuring timely dissemination of minutes and follow-up on action items;

## Working Environment

- Opportunity to work in a faith-based environment;
- Normal working hours are 8:30am to 4:30pm, Monday to Friday.

Administrative Assistant  
St. Anthony's Parish  
July 2019

Deadline to apply: Friday, September 20<sup>th</sup>

Please submit by email a résumé and cover letter with “Parish Administrative Assistant” in the subject line to:

Human Resources Office  
Roman Catholic Archdiocese of Vancouver  
**Email:** [humanresources@rcav.org](mailto:humanresources@rcav.org)  
**Website:** [www.rcav.org/employment](http://www.rcav.org/employment)

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