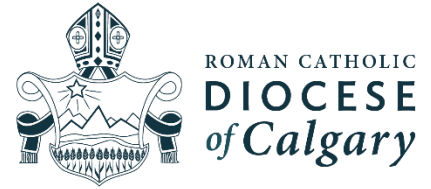


# **CAREER OPPORTUNITY for**

## **Administrative Assistant (Level 2)**

### **St. Michael Catholic Community - Calgary**



## **OVERVIEW**

The Administrative Assistant assists the Pastor 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 will often assist in ministry areas to ensure that programs and services are running smoothly.

## **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.

### **Primary**

- Establishes, maintains and updates office record-keeping systems; including Parish membership/census database, offering/donation/auto debit database; ensures that data is entered and posted in a timely manner, the appropriate documents are issued (tax receipts, etc.) and the transmission of auto debit numbers to the bank;
- Plan, organize, and manages daily office operations, negotiates contracts, manages vendor relationships
- Maintains oversight of administrative daily activities when performed by other staff or volunteers
- Assists with the training of administrative staff/volunteers
- Promotes collaboration between staff and/or volunteers as they support the ministry of the parish
- Establishes and maintains effective communication and co-operation with other Parish staff, with Parish Pastor and Parish Council;
- Keeps the Pastor informed of office activities and of any significant issues that may be cause for concern or escalate into larger issues/problems;
- Establishes and maintains filing systems;
- Co-ordinates scheduling of Parish events including Masses, meetings, communicates with families/relatives/general public regarding appropriate procedures for each service;
- Provides secretarial support to the Pastor including dictations; typing letters, memos and reports; receiving and placing telephone calls; and photocopying;
- Maintains the bulletin boards, key storage/distribution and tracking of distribution; replaces candles in the chapel and collects candle monies, counting and issuing receipt for total amount;
- Opens the office in the morning and securely closes the office in the evening
- Prepares weekly ministry sheets, weekend Prayers of the Faithful, Commentary Sheet and Announcement Sheet
- Schedules and contacts computer personnel and office equipment repair personnel when required
- Supervises the collection counters

- Coordinates and supervises the annual mail out of Together In Action (TIA)
- Distributes the weekly and annual offering envelopes for the Parish
- Prepares and coordinates the yearly Memorial Mass for All Souls
- Schedules and distributes Mass Cards for parishioners
- Completes special projects and additional assignments as requested by the Pastor
- 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
- Ability to maintain a loving, Christ-centered focus and attitude in dealings within and outside the Church

## HOURS OF WORK

Monday to Friday; 8:30 a.m. – 5:30 p.m. (includes 1 hour unpaid lunch break)

## SAFE ENVIRONMENT

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

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## 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

## 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](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **4pm on Friday, August 18, 2023**. 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.