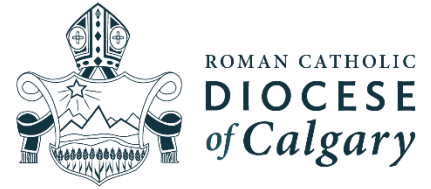


# CAREER OPPORTUNITY *for*

## Administrative Assistant (Full-time)

### St. Albert the Great, 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

- Establishes, maintains and updates office record-keeping systems
- Plan, organize, and manages daily office operations, manages vendor relationships
- Answering telephone, screening and directing calls to the appropriate person in the office
- 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
- Opens the office in the morning and securely closes the office in the evening
- Prepares weekend Prayers of the Faithful, Commentary Sheet and Announcement Sheet
- Schedules and contacts computer and office equipment repair personnel when required
- Coordinates and supervises the annual mail out of Together In Action (TIA)
- Distributes the weekly and annual offering envelopes for the Parish
- Schedules and distributes Mass cards for parishioners
- 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

## 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

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholiccycc.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, April 26, 2024**. 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.