



ARCHDIOCESE OF TORONTO

Catholic Pastoral Centre

1155 Yonge Street

Toronto, Ontario M4T 1W2

HUMAN RESOURCES, Suite 603
Tel (416) 934-3400 Fax (416) 934-3432

Employment Opportunity

Administrative Assistant -- Office of Catholic Youth (OCY)

Full-Time Regular

Summary: Reporting to the Director, Office of Catholic Youth Manager, the Administrative Assistant will provide support to the work of the OCY personnel, including administrative and receptionist duties

Duties of the position:

- Produce reports, correspondence and files for the OCY office.
- Maintain updated mailing and contact lists.
- Coordinate registration, administration and database for OCY events/participants.
- Requisition of office supplies and materials.
- Basic bookkeeping functions.
- Be available for some after-hours functions.
- Other duties as required.

General Requirements:

- College level education or equivalent experience.
- One to two years' experience.
- Superior verbal and written communication skills.
- Ability to work independently, with minimum supervision, and as part of a team.
- Proficient use of various office based software, including: MS Word (merge and sort experience), working knowledge of organizational databases, web and e-mail skills.
- Knowledge of parish and Archdiocesan structures a definite asset.

Those wishing to be considered should submit their résumé and cover letter in Word format, stating the position applied for to: hr@archtoronto.org . Deadline for receipt of applications is **Friday, February 24, 2012**. We thank all applicants, however, only respondents selected for an interview will be contacted.