



St. Peter's Church

659 Markham Street; Toronto, Ontario M6G 2M1

Tel. 416-534-4219 Fax: 416-534-2328

E-mail: stpeter@bellnet.ca  www.paulistfathers.ca

EMPLOYMENT OPPORTUNITY

Parish Secretary

Modified Full-Time

(25 hours/week including Diocesan benefits)

The parish secretary reports directly to the pastor and provides administrative support in all aspects of the parish office.

REQUIREMENTS

- ◆ Effective organizational skills – attentive to detail
- ◆ Computer skills, including Word, Excel, E-mail (Parish Tools an asset)
- ◆ Excellent interpersonal skills
- ◆ Time management skills
- ◆ Excellent written and oral communication skills
- ◆ Effective verbal and listening communication skills
- ◆ Must work effectively, both independently and as part of a team

Please submit resume and cover letter to stpeter@bellnet.ca , attention Fr. Rich Colgan, C.S.P. as soon as possible. Questions can be directed to Fr. Rich at 416-534-4219 Ext. 211. We thank all applicants, however, only those selected for an interview will be contacted.