

St. Patrick's Catholic Church

141 McCaul Street Toronto, Ontario M5T 1W3

Phone: 416-598-3269 Fax: 416-598-3869

Email: secretary@stpatrickstoronto.ca Website: www.stpatrickstoronto.ca

Employment Opportunity

Parish Secretary

Full Time – 35 hours per week

We are a welcoming, diverse, inner-city community of believers, united in the Catholic Faith. Through spirit-filled worship, education and outreach, we are called to live out the Gospel in our contemporary world. St. Patrick's Church is an English and German speaking community located in downtown Toronto. Ministered by Redemptorist Priests and Brothers, St. Patrick's is the National Shrine of Our Mother of Perpetual Help.

The Parish Secretary, under the direction of the Pastor, performs administrative and financial duties in the parish office including ongoing communication between the parish office, the local Redemptorist community, the chancery office, parishioners, parish volunteers, and the public.

Roles and Responsibilities:

- Manage daily administrative operations of the parish office
- Assist in the administration of office bookkeeping
- Receive visitors, handle incoming mail, screen and direct telephone calls
- Receive and respond to general correspondence, including internet and email
- Schedule and supervise office and ministry volunteers
- Manage parish calendar (events, parish hall and user group bookings)
- Provide coordination and support for Sunday and Wednesday Perpetual Help Devotions Liturgical functions and needs
- Maintain computerized data base of parishioners
- Creation and maintenance of ministry brochures, parish bulletin, posters, website, and bulletin boards
- Maintain contact lists, registers, parish administration files
- Other duties as required

General Requirements:

- Superior written and verbal skills
- Demonstrated knowledge of Microsoft Office Suite and database programs
- Experience working with websites and email communication and desktop publishing is an asset
- Experience in computerized accounting an asset
- Knowledge of parish and Archdiocesan structure
- Ability to work independently as well as collaboratively in an organized manner
- College Diploma in administration or equivalent
- One to three years of experience in a similar type of position

Those wishing to be considered for this position should submit their resume and cover letter in WORD format to Fr. Mick Fleming C.Ss.R., Pastor, St. Patrick's Church mick@redemptorists.ca or by fax: 416-598-3869. Deadline for submission of Resumes MONDAY JUNE 27, 2011.

We thank all applicants, however, only respondents selected for an interview will be contacted.