



Employment Opportunity

Parish Secretary St. Pius X Parish

2305 Bloor Street West, Toronto ON M6S 1P1
Part-Time (14 hours per week)

Overview:

St. Pius X Parish is seeking a Part-Time Parish Secretary to work collaboratively with the Pastor, other parish staff and parish volunteers, in providing timely, accurate information and high quality service to meet parishioner needs and expectations.

Responsibilities:

Administrative Tasks:

- Handle day to day demands of the office i.e. phone calls, emails, inquiries, assisting pastor, reception duties, Mass cards, liaison with funeral homes, etc.
- Organize, file and update all sacramental records and other documents; issue Baptism, Confirmation, and Marriage Certificates and maintain the parish archive in accordance with Archdiocesan policies and procedures
- Oversee the timely opening and secure closing of the office each work day
- Process mail and file various documents
- Send wedding and confirmation notifications to church of baptism
- Arrange wedding and funeral Mass details
- Schedule liturgical ministers and prepare weekly list of liturgical ministers for the sacristy
- Copy and distribute children's liturgy resources
- Assist Lay Pastoral Associate with registration process for sacramental preparation
- Email employee timesheets to parish accountant twice each month
- Create labels for general mailings from Parish Tools database
- Organize, prepare and schedule the annual distribution of donation envelope boxes, recruit and train volunteers to assist with distribution
- Maintain and keep current volunteer lists for each ministry
- Assist Volunteer Screening Coordinator with information gathering
- Daily backup of documents on computer and offsite storage of backup
- Special projects assigned by the Pastor
- Administrative assistance to the Pastor, as needed

Parish Calendar:

- Assist the Pastor and the Lay Pastoral Associate to plan the events for the parish for the year in the summer for the September to June timeframe
- Maintain the calendar on a timely and accurate basis to reflect any changes to event dates/times
- Assist with the resolution of any date/time/space conflicts that occur
- Work with volunteers to ensure everything needed for the event is available
- Liaise with school principals, secretaries, chaplains and Pastor to coordinate and schedule school Masses, school liturgical celebrations, etc.
- Liaise with retirement home to coordinate schedule of Masses

Parish Tools:

- Ensure software is being used in accordance with Archdiocese best practices
- Ensure all weekly and special collections are posted and audited on a weekly basis in a timely and accurate manner with review of same by a money counting volunteer or the Accountant
- Resolve any issues that may arise with donations in a timely manner
- Work with Accountant to ensure donation data is ready for year-end closing of Parish Tools and production of tax receipts
- Work on continuous updates to member data e.g. emails in Parish Tools
- Report any technical or operational issues with the program to the MIS department at the Archdiocese of Toronto

Parish Bulletin:

- Prepare content for weekly bulletin and submit to publisher on a timely basis each week
- Coordinate any special inserts in the bulletin

Office, Liturgical, Sacramental Preparation and Hall Supplies Management:

- Monitor inventory levels of all office supplies, liturgical supplies, and hall supplies
- Order supplies on a proactive basis
- Store supplies in a logical, organized manner

General Requirements:

- College or university education or equivalent related experience
- Superior verbal and written communication and editorial skills
- Proficiency in Microsoft Word, Excel, Outlook, Google Calendar
- Ability to set priorities, organize, work effectively, meet deadlines, multitask
- Effective team player who can work independently when needed
- Capable of maintaining confidentiality
- Excellent interpersonal and customer service skills
- Minimum 3 – 5 years working experience in an office environment
- High degree of attention to detail
- Active in faith practice and well-grounded in Roman Catholic traditions
- A criminal background check of the successful applicant is required

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Brian Shea, Pastor** at father.brian@saintpiusx.ca. Deadline for receipt of applications is **November 20, 2017**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.