



Employment Opportunity
Parish Office Administrator/Secretary
St. Mark Parish

345 Glad Park Ave., Stouffville, ON L4A 1E4
Modified Full Time (23 hours per week)

Overview:

St. Mark Parish is seeking a Parish Office Administrator/Secretary to provide confidential secretarial, administrative, and co-ordination services to the Pastor. The secretary is responsible for providing secretarial and related office services for the Pastor, members of the parish, the chancery office and various other committees. It is important the parish secretary have a welcoming and cheerful disposition and handles all visitors and telephone requests politely. This is a modified full-time position of 6.5 hours a day, over three and a half days per week.

NOTE: St. Mark's Parish is also hiring a part time In-House Bookkeeper. The new Parish Office Administrator is replacing a former full-time employee who completed both roles for the parish. If a suitable candidate is interested in both positions, these roles can potentially be combined.

Responsibilities:

Administrative Tasks

- Keep parish matters strictly confidential
- Provide secretarial and administrative support in any and all areas as deemed relevant by the Pastor. Reports to Pastor.
- Greeting & screening visitors, phone calls, mail, email & fax. Handle deliveries, meter readings, service personnel, repair personnel and property issues.
- Maintain parish voicemail system.
- Handle general & spiritual enquiries.
- Liaise, when requested, on behalf of Pastor with Chancery; other Parishes; Schools; Funeral Homes; Nursing Homes; Hospitals; Parish Catechists; Parish Lay Groups; Parish Volunteer Groups; Parish Volunteers; Contractors, Sales & Repair Persons.
- Maintain all filing systems, both physical & computer.
- Preparation of correspondence, preaching schedules and any schedules deemed by the Pastor.
- Prepare any correspondence with regards to Memoriam Donations.
- Oversee and monitor supply inventory and routinely order (office, church, janitorial).
- Arrange Priests to assist at weekday/Sunday liturgy or confessions, as requested.
- Maintain Parish Tools data base.
- Maintain Sacramental Registers: Baptism, First Communion, Confirmation, Marriage, Death in accordance with Archdiocesan policies and procedure– keep records up to date and issue Certificates and notifications as required.
- Prepare Marriage Licence and pertinent notifications and ensure prompt return to government office and respective parishes. Ensure permanent storage of marriage files.
- Update Marriage Information Package as required by Pastor



- Assist in arrangements for Funerals, Weddings and any other sacraments as deemed by the Pastor
- Point of contact for Baptismal enquiries, update Baptism Information Package as required by Pastor and maintain Baptism Registration binder in preparation of Baptism classes and subsequent Baptisms and schedules thereof. Work in tandem with the Deacon(s) and Pastor in this regard. Preparation of Baptismal certificates.
- Assist in the preparation for Lent/Easter, Advent/Christmas and other liturgical celebrations.
- Control & distribution of any keys from Key Control System; maintenance of Attendant Key User Agreement and Key User List.
- Prepare & organize Annual Headcount Weekends.
- Prepare & submit Annual Spiritual Affairs Survey.
- Pick up mail from the community mailbox, sort and distribute mail.
- Other duties as assigned by Pastor

General Requirements:

- College or university education and/or equivalent related experience
- Minimum of three to five years of related work experience
- Excellent interpersonal and communication skills to deal with difficult and sensitive situations, respond effectively to crises or emergencies requiring quick judgment and prompt actions, and represent the parish to those who call, write or visit
- Excellent verbal and written English language skills
- Proficiency in Microsoft Office – Excel, Word, Publisher
- Understand the importance of maintaining confidentiality
- Ability to set priorities, organize, meet deadlines, and multitask
- High degree of attention to detail
- Knowledge of parish operations and the Catholic Church
- Must be a team player and yet have the ability to work independently
- Be flexible and co-ordinate as other duties/tasks arise, and as requested by the Pastor
- Availability to work flexible hours
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to the Pastor at **stmarkschurch@bellnet.ca**. Deadline for receipt of applications is **March 12, 2021**. 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.