



## **Employment Opportunity**

### **PARISH SECRETARY**

#### **Nativity of Our Lord Parish**

480 Rathburn Road, Etobicoke, ON M9C 3S8

Full time (35 hours per week)

#### **Overview:**

Nativity of Our Lord Parish is seeking a full time Parish Secretary to work collaboratively with pastor, other parish staff and parish volunteers to provide high quality service and timely, accurate information 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; prepare all registration forms and 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 including organist
- Prepare Sunday Mass binders (announcements, prayers of the faithful)
- Liaise with Volunteer Screening Committee
- 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
- Daily backup of documents on computer and offsite storage of backup
- Special projects assigned by the Pastor
- Other duties, as required

##### Parish Calendar

- Work with the Pastor 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
- Resolve any date/time/space conflicts that occur
- Work with volunteers to ensure everything needed for the event is available

### 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
- Responsible for maintaining and updating volunteer ministry involvement in Parish Tools including when volunteers join or leave a ministry
- Liaise with ministry heads on an annual basis to ensure accuracy of ministry members in Parish Tools
- Report any technical or operational issues with the program to the MIS department at the Archdiocese of Toronto

### Parish Website and Bulletin

- Provide timely information to webmaster for updates to website
- Prepare content for weekly bulletin and submit to publisher on a timely basis each week

### Office, Liturgical and Sacramental Preparation Supplies Management

- Monitor inventory levels of all office supplies, liturgical supplies and sacramental preparation program 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
- Ability to set priorities, organize, work effectively, meet deadlines, multitask
- Independent worker who is also an effective team player
- Appropriate pastoral perspective in all parishioner interactions
- 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
- Respect and 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



Archdiocese  
of Toronto

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Michael Machacek** at [fr.michael@live.ca](mailto:fr.michael@live.ca) . Deadline for receipt of applications is **March 19, 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.*