

Employment Opportunity

PARISH SECRETARY

Holy Redeemer Parish

796 Eyer Drive Pickering, ON L1W 3C2

Temporary Part time (21-24 hours per week) – 6 month contract

New Position

Target Hiring Salary: \$21 - \$23 per hour

Overview:

Holy Redeemer Parish is seeking a temporary part time Parish Secretary to provide a full range of secretarial and related office services for the Parish Office. The position works independently and in coordination with the Office Administrator. Being the initial window to the parish, it is crucial that the Parish Secretary have a welcoming and cheerful disposition. This is a 6 month contract position with possibility of extension (or conversion to permanent status with benefits).

Responsibilities:

- Manage reception duties by courteously greeting visitors and walk-in traffic
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls
- Maintain and update Parish Database
- Assist with parish accounting - input of contributions on a weekly basis and preparation of annual tax receipts
- Oversee scheduling of parish facilities including developing and maintaining a calendar that identifies the time, date, name of organization as well as room scheduled for use
- Monitor existing inventory and order office and parish supplies, as needed
- Exercise a high level of confidentiality with all information obtained on the job
- Other duties, as required

General Requirements:

- College education and/or equivalent related experience
- Superior verbal and written communication skills, including the ability to compose correspondence, minutes and/or reports
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Proficient in Microsoft Office, Outlook, Word, Excel and Publisher
- Strong interpersonal and service-oriented skills
- Demonstrate ability to set priorities, organize work effectively and efficiently including developing and maintaining effective record-keeping systems
- High degree of attention to detail
- Work independently and as part of a team in a fast-paced work environment
- Must be legally entitled to work in Canada

- 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: **Teresa Sarte** at tsarte@archtoronto.org. Deadline for receipt of applications is **July 28, 2025**. 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.