



**Prince of Peace Church**



**Archdiocese  
of Toronto**

## **Employment Opportunity**

### **PARISH SECRETARY (with Office Management Skills)**

#### **Prince of Peace Parish**

265 Alton Towers Circle Scarborough, ON M1V 4E7

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$41,860 – \$45,500 (\$23 – \$25 per hour)

#### **Overview:**

Prince of Peace Parish is seeking a full time Parish Secretary to provide professional administrative support to the Pastor and parish staff, ensuring the smooth daily operation of the parish office. This position combines clerical excellence with light office management skills, creating a welcoming and efficient environment for parishioners and visitors. The successful candidate will be a highly organized, detail-oriented individual who can manage multiple priorities while maintaining a respectful, pastoral, and discreet presence in the parish office. The schedule for this position is Monday to Friday from 9:00 a.m. – 5:00 p.m.

#### **Responsibilities:**

- Welcome visitors and parishioners, respond to inquiries (in-person, phone, email) with professionalism, courtesy, and confidentiality.
- Provide referral support for those in need (e.g., directing to St. Vincent de Paul or other services).
- Handle all incoming/outgoing correspondence; draft, proofread, and format letters, memos, and announcements.
- Maintain accurate sacramental registers (baptism, confirmation, marriage, first communion, funerals).
- Issue certificates and prepare sacramental notifications as required.
- Assist with preparation of sacramental documentation in support of the Pastor/LPA (excluding marriage preparation files, which remain with the Pastor).
- Schedule sacramental celebrations and parish events in the parish calendar.
- Prepare weekly Mass intentions list, Prayers of the Faithful, and announcements; ensure Mass card inventory is maintained.
- Assist with ceremonial materials for weddings and funerals (binders, POF, readings) as needed.
- Prepare and produce the weekly parish bulletin for print and online distribution.
- Liaise with advertisers for bulletin ads, renewals, and invoicing.
- Keep parish website updated with seasonal schedules (Christmas, Easter, special events). Enter parish contributions into DRM Parish Tools (weekly donations, PAG updates).
- Generate reports as needed to support the bookkeeper.
- Assist with preparation and distribution of offertory envelopes and annual tax receipts.
- Maintain petty cash fund, issue receipts as required, and support bookkeeping with documentation for deposits.
- Liaise with the bookkeeper for cheque requests and payment tracking (payroll and expenses prepared by accounting office).

- Maintain office filing, archival systems, and computer backups.
- Order office and sacramental supplies; liaise with copier/service providers.
- Maintain parish calendar and schedule parish facilities (halls, meeting rooms, keys).
- Ensure the office is opened and secured daily; monitor equipment, lights, and security protocols.
- Record and distribute meeting minutes when required.
- Train, supervise and schedule part time office staff and provide coverage and support for parish staff absences.
- Other administrative tasks as reasonably required by the Pastor.

### **General Requirements:**

- 3–5 years of administrative or secretarial experience (parish or non-profit setting preferred).
- Proficiency in Microsoft Office - Word, Publisher, Excel, and PowerPoint; (Access considered asset).
- Superior verbal and written communication skills, including the ability to compose correspondence, minutes and/or reports
- Strong interpersonal and communication skills; ability to handle sensitive situations with discretion.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Excellent typing skills with accuracy and speed sufficient for high-volume correspondence and document production.
- Familiarity with parish life, Catholic liturgy, and sacramental practice strongly desired.
- Ability to work independently and as part of a collaborative pastoral team.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

### **Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Rev. Efren Alvarez Pelayo** at [eaalvarezpelayo@archtoronto.org](mailto:eaalvarezpelayo@archtoronto.org). Deadline for receipt of applications is **September 30, 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.*