



Archdiocese
of Toronto

Employment Opportunity

PARISH SECRETARY

St. Fidelis Parish

33 Connie St Toronto, ON M6L 2H8

Modified Full-Time (25 hours per week)

Replacement Position

Target Hiring Salary: \$22 – \$24 per hour

Overview:

St. Fidelis Parish is seeking a modified full time Parish Secretary to work collaboratively with Pastor, other parish staff and parish volunteers to provide a welcoming environment to those who visit or contact our parish community, as well as being responsible for all administrative and confidential functions relating to the parish office. As the first point of contact for the parish, the Parish Secretary must demonstrate a welcoming and cheerful disposition.

Responsibilities:

- Guarantee the efficient running of the front office.
- Handle reception duties by courteously greeting visitors and walk-in traffic, respond to questions and relay information.
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising great respect for discretion and confidentiality.
- Handle requests for sacramental certificates and maintain records of Mass intentions. Ensure sufficient inventory of Mass cards.
- Register new parishioners in a timely manner and ensure that membership records/donation envelope system, etc. are updated on a regular basis.
- Establish office record keeping and filing systems and maintain the parish archives in accordance with Archdiocesan policies and procedures.
- Attend committee meetings as requested.
- Schedule parish facilities. Develop and maintain a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinate the use of keys for facilities.
- Maintain petty cash fund and records and prepare deposits.
- Oversee the timely opening and secure closing of the office each day.
- At the end of the day, ensure that all machines are off, answering service is on, windows and doors are locked, and all appropriate lights and heat are off.
- Monitor and order office and liturgical/sacramental supplies and oversee maintenance contracts for office equipment and other parish systems.
- Prepare and produce the weekly bulletin for publisher and upload to the parish website.
- Ensure parish website is up to date – Christmas and Easter schedule.
- Use DRM Parish Tools program to maintain the parish offering envelope system and Pre-Authorized Giving system, update data on a regular basis, review the input of contributions on a weekly basis

(including monthly PAG) and file generated audit reports, close the books and prepare tax receipts for the year.

- Assist Pastor in coordinating/scheduling of weddings, funerals, and other events. Contact appropriate persons involved and communicate with families/relatives regarding the procedure for these services.
- Record baptisms, marriages, funerals as well as those who receive First Eucharist and Confirmation and send marriage and confirmation notification to church of baptism; maintain computerized and parish sacramental registers.
- Perform weekly back-ups of computer system.
- Prepare baptism preparation meetings and baptism schedules.
- Prepare all sacramental preparation packages and sacramental certificates on a timely basis.
- Work with Pastor to prepare the Sunday Mass binder for Prayer of the Faithful and announcements.
- Other duties as required by the Pastor.

General Requirements:

- College education and/or equivalent related experience.
- Superior verbal and written communication skills and have competent administrative skills.
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Have above-average knowledge in the use of technology, with proficiency in Microsoft Office (Excel, Word, Outlook etc.
- Proficient in Microsoft Office, Outlook, Word, Excel and Publisher.
- Have a formation/training background suited for the work required in this position or be fully prepared to be formed/trained/guided as such.
- Strong interpersonal skills.
- Demonstrate ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
- Able to compose correspondence, minutes and/or reports.
- Able to honor and maintain confidentiality.
- A working knowledge of Italian is considered an asset.
- Work independently but also update and collaborate with the Pastor.
- 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 vacation at 25 hours per week
- 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 with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met

- 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: **Fr. Lijo Jose** at LJose@archtoronto.org. Deadline for receipt of applications is **Until the position is filled**. 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.