

Employment Opportunity

OFFICE ADMINISTRATOR

St. Basil's Parish

50 St. Joseph Street Toronto, ON M5S 1J4

Temporary Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$43,000 - \$46,000

Overview:

St. Basil's Catholic Parish is seeking a temporary full time organized, hospitable, and collaborative Parish Office Administrator to oversee the daily operations of our parish office. Reporting directly to the Pastor, the Office Administrator plays a key role in ensuring a welcoming, supportive, and efficient office environment. This role offers the opportunity to serve the parish community by combining administrative expertise with compassionate service directly supporting its mission and ministries.

Founded by the Basilian Fathers in 1856, St. Basil's is the Collegiate Church of the University of St. Michael's College (USMC). As a Catholic parish in central Toronto, we are committed to fostering a welcoming community, empowering parishioners to share their gifts, cultivating spaces for prayer and encounter, and serving the needs of our neighbours.

Responsibilities:

Management of Reception Area, Parish Inquiries, and Communications, specifically:

- Ensure a warm and welcoming environment by serving as the central contact for the parish, staff, and pastor via phone, email, and in-person during weekday office hours.
- Assist with all inquiries with courtesy, compassion, and confidentiality.
- Provide referral support for those in need (e.g., directing to St. Vincent de Paul or other services).
- Oversee all Mass intention requests.
- Serve as liaison and distribute relevant communications from the Archdiocese and USMC to parish staff and volunteers
- Oversee parish print and electronic communication, including bulletin and website.
- Oversee the day-to-day operations of the parish office.
- Train, supervise, and schedule part time office staff and provide support for parish staff absences.

Administration, Record Keeping, and Database Management, specifically:

- Implement, update, and maintain all parish records and files, including parish registrations, volunteers, and financial donations using parish data management systems (e.g., archdiocesan DRM database) in collaboration with the money counters, Volunteer Screening Committee, and parish staff and in compliance with archdiocesan policies and procedures.
- Liaise with bookkeeper for payment of all invoices and cheque requests.
- Generate reports as needed to support the bookkeeper.
- Assist with preparation and distribution of offertory envelopes and annual tax receipts.

Sacramental Support, specifically:

- Conduct all intakes and coordinate scheduling of weddings, infant baptisms, and funerals. Refer all other sacramental or faith formation inquiries to appropriate staff or volunteer leader.
- Coordinate communication with various team leaders and parish staff and volunteers connected to supporting weddings, baptisms, and funerals.
- Maintain accurate sacramental records.
- Prepare and issue sacramental certificates and notifications as required.

Operational Support for Parish Office, Church, and Building Facilities, specifically:

- Maintain inventories and supplies for church, office, and building facilities. Coordinate with suppliers for ordering and delivery.
- Schedule parish bookings, meetings, and rentals, and maintain all calendars.
- Coordinate the use of keys for facilities and oversee records of all key-holders.
- Assist in maintaining the order and cleanliness of facilities. Coordinate with USMC staff and external contractors to ensure maintenance and security needs of church and office.
- Oversee room set up for events, meetings, and ministries according to the day's activities.
- Support the Care for Environment Ministries (e.g., flowers, gardens, candles, altar linens).
- Coordinate IT support for the office.

Collaboration as Staff Member, specifically:

- Work collaboratively with parish staff and volunteer leaders of parish ministries.
- Attend staff meetings, committee meetings, and team retreats as required.
- Other administrative tasks as reasonably required by the Pastor.
- Other duties, as required.

General Requirements:

- Proven administrative and organizational skills, with experience in office management, and a high degree of attention to detail.
- Strong interpersonal skills, with a respect for diversity, and the ability to work respectfully and collaboratively in a dynamic team environment.
- Ability to handle sensitive situations with discretion, compassion, and confidentiality.
- Highly accountable, punctual, and able to work independently to accomplish tasks.
- Able to manage multiple tasks and respond to a rapidly changing environment with a calm and positive attitude.
- Strong clear communication skills, including the ability to compose correspondence.
- Comfortable working with technology, proficient in Microsoft Office applications, and adept at learning new technology systems, (e.g. parish-specific database systems).
- Understanding of the Catholic Church, its tenets and culture, respect for its leadership and parish clergy.
- Openness and willingness to learn.
- Post-secondary credential.

- 3–5 years of administrative or secretarial experience (parish or non-profit setting preferred).
- Familiarity with parish life, Catholic liturgy, and sacramental practice strongly desired.
- Ability to manage the physical demands of the position, including lifting up to 20lbs.
- 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: **Rev. Morgan V. Rice, CSB** at **MRice@archtoronto.org**. Deadline for receipt of applications is **Friday, October 17, 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.