



Archdiocese  
of Toronto

## **Employment Opportunity**

### **PARISH SECRETARY**

#### **St. Joan of Arc Parish**

1701 Bloor St W Toronto, ON M6P 1B1

Modified full time (25 hours per week)

Replacement Position

Target Hiring Salary: \$24 per hour

#### **Overview:**

St. Joan of Arc 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.

#### **Responsibilities:**

- Perform secretarial duties for the pastor and committees.
- Receive and place telephone calls, schedule appointments, prepare correspondence and process mail.
- Greet visitors.
- Prepare bulk mailings as needed.
- Establish office record keeping and filing systems.
- Maintain a schedule of office hours.
- 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.
- Oversee the timely opening and secure closing of the office each day. Ensure that all machines are off, answering service is on, windows and doors are locked and all appropriate lights and heat are off.
- Oversee an inventory of office supplies. Order materials, supplies or equipment as needed. Oversee the maintenance contracts for the various office machines.
- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Update census records on a regular basis.
- Coordinate scheduling of weddings, funerals and other events. Contact appropriate persons involved, communicate with families/relatives regarding the procedure for these services.
- Develop and maintain a sacramental record keeping system. Record all weddings, baptisms, funerals as well as those who receive first Eucharist, and confirmation.
- Provide assistance to persons in need that come to the parish by referring them to St. Vincent de Paul Society.
- Send letters to new parishioners inviting them to register and welcome them when they do.
- Co-ordination of Parish Volunteer Screening.
- Coordinate parish major events and major liturgical celebrations in the Church.
- Ensure parish website is up to date – Christmas and Easter schedule.

- 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.
- Perform other duties as assigned by the Pastor.

### **General Requirements:**

- College program in office administration or equivalent required.
- 1-2 years of successful general secretarial experience.
- Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
- Strong verbal and written communication skills and ability to maintain confidentiality.
- Proficiency in Microsoft Office, Excel, Word, Outlook
- Advanced computer expertise.
- Ability to compose correspondence, minutes and/or reports.
- Ability to represent the parish to those who call, write or visit.
- Ability to honor and maintain confidentiality.
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- 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. Anish Alex** at **AAlex@archtoronto.org**. Deadline for receipt of applications is **November 24, 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.*