

Employment Opportunity

OFFICE ASSISTANT

Invermara Renewal Centre

200 Invermara Ct Orillia, ON L3V 6H6

Temporary Full time (30-35 hours per week)

New Position

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

Overview:

The Invermara Renewal Centre serves the Archdiocese of Toronto as a serene and peaceful haven on the enchanting northern shores of Lake Simcoe and provides a place of welcome, reflection and prayer. Invermara is seeking a temporary Office Assistant to support the Property Administrator with welcoming guests, handling bookings and assisting with various administrative tasks.

This position is a temporary 4-month contract from May to August 2026.

Responsibilities:

- Assisting the Property Administrator with bookings
- Welcoming guests
- Assisting with site tours as required
- Assisting with room assignments
- Supporting the Property Administrator with other duties as assigned

General Requirements:

- Post-secondary education in progress or completed
- Good interpersonal and communication skills
- Proficient administrative skills and experience working in an office environment
- Strong technical skills and proficiency using Microsoft 365 (Outlook, Word & Excel)
- Strong problem-solving skills and attention to detail
- Ability to respond to unexpected situations as they arise
- Team-oriented and collaborative
- Reliable, trustworthy, and committed to maintaining confidentiality
- Valid driver's licence is an asset
- Previous hospitality experience is an asset
- Availability to work weekends and varied daily hours as required
- 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 noting position number **2026-02** to: **Stephanie Nargoz, Director, Human Resources** at hr@archtoronto.org. Deadline for receipt of applications is **March 26, 2026**. 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.