

## **Employment Opportunity**

### **PARISH OFFICE RECEPTIONIST**

#### **St. Michael's Cathedral Basilica**

200 Church St Toronto, ON M5B 1Z2

Temporary Part time (14 hours per week) – 1 Year Contract

Replacement Position

Target Hiring Salary: \$20 - \$22 per hour

#### **Overview:**

St. Michael's Cathedral Basilica is seeking a temporary part time Parish Office Receptionist. This individual will warmly welcome and assist visitors, answer telephone calls, and respond to inquiries in a professional and service-oriented manner. The Receptionist reports to the Cathedral Operations Manager.

This position is a temporary 1 year contract with a work schedule of Saturdays and Sundays from 9:00 AM to 5:00 PM.

#### **Responsibilities:**

- Greet and warmly welcome visitors to the Parish Office courteously, maintaining a friendly and professional disposition
- Respond to telephone calls and in-person inquiries, ensuring care, discretion and confidentiality at all times
- Process Mass intention requests, record funds received, and update Mass Intentions calendar
- Manage administrative tasks such as data entry, mail distribution, ordering supplies, front desk organization
- Receive and manage deliveries, distributing packages to the intended recipient
- Assist individuals seeking help, by referring them to appropriate social service agencies
- Oversee the Rectory parking area to ensure only authorized vehicles are parked on-site
- Monitor CCTV cameras and alert Security of any potential incidents as necessary
- Perform other duties as assigned

#### **General Requirements:**

- College education or 1-2 years of related work experience
- Ability to honour and maintain confidentiality
- A faith-based understanding of the Catholic Church, its tenets, culture, and respect for its leadership and parish clergy
- Superior interpersonal skills with a strong service-oriented approach
- Excellent verbal and written communication skills
- Proficient in using MS Office 365, including Outlook, Excel, and Word
- Exceptional listening skills with the ability to demonstrate patience and compassion
- Ability to work both independently and collaboratively within a team

- Must be legally eligible 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: **hr@stmichaelscathedral.com**. Deadline for receipt of applications is **February 15, 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.*