



Archdiocese
of Toronto

Employment Opportunity

OFFICE ASSISTANT

St. Benedict Parish

2194 Kipling Ave Etobicoke, ON M9W 4K9

Full time - Permanent (35 hours per week)

New Position

Target Hiring Salary: \$20 – 21 per hour

Overview:

St. Benedict Parish is seeking a full time, permanent Office Assistant to warmly welcome and assist visitors, answer telephone calls, and respond to inquiries in a professional and service-oriented manner and to assist the office administrator in maintaining office records and filing, assisting the pastor with the appointments and other appropriate secretarial works.

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 always
- 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 mail deliveries, distributing packages to the intended recipient
- Confirm room bookings and liaise with ministries
- Prepare bulletin, prayers of the faithful, and Lector announcements on a weekly basis
- Assist Office Administrator with Sacraments preparations, i.e. First Communions, Confirmations, Funerals, Weddings, Certificate requests, etc.
- Other duties, as required

General Requirements:

- College education or 1-2 years of related work experience
- Ability to honour and maintain confidentiality
- 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
- Fluency in Spanish and English, both verbal and written
- 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 annual vacation upon hire
- 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 after 3 months with a 1%, 2% or 5% contribution match
- 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. Adaikala Raja John** at **JRaja@archtoronto.org**. Deadline for receipt of applications is **March 19, 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.