



Archdiocese
of Toronto

Employment Opportunity

OFFICE ADMINISTRATOR

Newman Centre Catholic Mission

89 St. George Street Toronto, ON M5S 2E8

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$46,000 – \$52,000

Overview:

Newman Centre Catholic Mission is seeking a full time Parish Office Administrator to serve as the central administrative support for the St. John Henry Newman Parish and the Newman Centre Catholic Mission, ensuring the smooth and efficient day-to-day activities of the parish office while upholding the mission and values of the Roman Catholic Church.

Reporting to the Pastor and working closely with other staff members, this role requires a highly organized, service-oriented individual who provides pastoral sensitivity in all interactions and supports both administrative and development (fundraising and stewardship) activities. A key aspect of the role is assisting the Operations Manager in executing parish development initiatives, ensuring accurate data management, donor communication, and the operational success of stewardship programs.

The typical hours will be Monday to Friday from 9am to 5pm with flexibility to work some evenings and weekends based on scheduled parish and development meetings, programs, and events.

Responsibilities:

- Courteously greet and welcome visitors upon arrival at the St. John Henry Newman Parish and Newman Centre Catholic Mission.
- Respond to telephone, email, and walk-in inquiries in a professional and compassionate manner, exercising discretion and confidentiality.
- Collaborate with team members to actively contribute to the Newman Centre's Vision and Mission.
- Oversee the timely opening and secure closing of the parish office and church.
- Maintain, organize, and safeguard all Parish Sacramental Registers (both physical and digital records) accurately and promptly according to Archdiocesan policies and procedures. Prepare and issue official sacramental certificates upon request.
- Maintain parish archives and submit required reports, including annual surveys.
- Coordinate sacramental registration process and communications with parishioners and families.
- Send required notifications (e.g. weddings, confirmations, etc.) to churches of baptism.
- Assist the Pastor in preparing for weekend Masses, including announcements, list of Mass Intentions, and Prayers of the Faithful.
- Coordinate clergy coverage for Masses when the Pastor is away or is unavailable.
- Support logistical preparation for weddings, funerals, and other liturgical celebrations.
- Process requests for Mass intentions, accurately in the Mass Intentions calendar, including the distribution of Mass cards.

- Create, coordinate, and disseminate clear and engaging communications to promote parish and centre events and programs across print materials, digital platforms, and social media channels, ensuring timely, accurate, and consistent messaging aligned with the parish’s mission.
- Ensure special collections materials and envelopes (e.g. ShareLife, Building Fund, etc.) are properly prepared.
- Input weekly offertory donations, including counting, recording, and entering donations into the parish database (DRM).
- Generate and maintain records of reports to ensure a clear audit trail and financial transparency.
- Prepare and process the parish year-end tax receipting.
- Prepare monthly reports, including the Pre-Authorized Giving and Stipends reports.
- Organize and coordinate annual donation envelope distribution.
- Maintain strict confidentiality and accuracy in all financial data handling.
- Manage the parish calendar, ensuring accuracy of all events, ordering supplies as needed, and scheduling of resources.
- Maintain and update parishioner and donor records, including contact information and contact lists, ensuring compliance with communication preferences (including “No Contact List”).
- Supporting the Operations Manager with development activities and fundraising for the Newman Centre. Collaborate to ensure alignment between the administrative process and development goals.
- Assist with donor communications, including letters, reports, and campaign materials.
- Maintain accurate donor records and ensuring timely data entry to support relationship management and reporting.
- Provide support for events and initiatives that foster community engagement and financial sustainability.
- Attend and record minutes for staff meetings, Finance Council meetings, and Newman Foundation meetings.
- Provide administrative support to parish ministries, committees, and other approved sponsored groups.
- Assist with special projects as assigned by the Pastor and Operations Manager.
- Monitor and maintain inventory of office and liturgical supplies, including seasonal items, (e.g. palms, candles, etc.)
- Assist in organizing and supporting parish events and programs, including setup and cleanup.
- Prepare materials for special occasions (e.g. Marriage Sunday, Mother’s Day, Father’s Day, etc.)
- Collaborate with other staff and volunteers to ensure successful execution of community activities.
- Responsible for daily rectory lunch pickup.
- Receive and distribute deliveries and incoming mail, and post outgoing mail
- Perform other duties, as required

General Requirements:

- College diploma in office administration or equivalent work experience
- Experience in Development and Fundraising Activities within a non-profit organization is an asset
- Minimum of 3-5 years working in an office environment (experience within a parish office is an asset)
- Knowledge of the DRM database is an asset
- Knowledge of graphic design is an asset
- Ability to handle sensitive information with discretion and confidentiality
- Superior interpersonal and service-oriented skills
- Excellent verbal and written communication skills

- Proficiency in Microsoft Office 365 (Excel, Word and Outlook), social media platforms, and applications such as Canva and Adobe
- Proven ability to prioritize tasks and organize work efficiently including, including maintaining effective record-keeping systems
- Ability to draft correspondence, minutes, and/or reports
- Ability to handle multiple concurrent activities and competing priorities effectively
- High degree of attention to detail and strong organizational skills
- Exceptional listening skills with the ability to demonstrate patience and compassion
- Capable of working both independently and as part of a team
- Available to work at the office, in person, Monday to Friday during regular business hours
- May be required to work on certain evenings and weekends based on parish events or programs, as well as development activities and fundraising initiatives
- A faith-based 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. Michael Corpus** at **frmike@newmantoronto.com**. Deadline for receipt of applications is **Until the position is filled**. 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.