



Archdiocese
of Toronto

Employment Opportunity

OFFICE ADMINISTRATOR

Blessed Frederic Ozanam Parish

14 John Lyons Road Markham, Ontario L3P 3H4

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$45,000 – \$47,000

Overview:

Blessed Frederic Ozanam Parish is seeking a full time Office Administrator to support the mission and ministry of the Parish through dedicated administrative service. Working closely with the Pastor, the Office Administrator will help create a welcoming and compassionate environment for all who call or visit the parish. The ideal candidate is not only highly organized and detail-oriented, as well as computer and IT savvy, but also possesses a heart for service, a warm and hospitable spirit, and a deep respect for the life and teachings of the Catholic Church. This role plays a vital part in fostering a sense of community, faith, and care within the Parish.

Responsibilities:

Hospitality & Communications, specifically:

- Warmly greet and assist visitors, respond to all inquiries with professionalism, courtesy, and discretion.
- Handle all incoming and outgoing correspondence, including phone calls, emails, and mail—maintain confidentiality in all communications—respond to requests or forward to the appropriate person.
- Prepare, proofread, and distribute the weekly parish bulletin and other communications.
- Liaise with bulletin advertisers to prepare and maintain advertisements for back cover, prepare annual invoices and collect fees.
- Draft and format correspondence, memos, and internal documents on behalf of the Pastor.
- Provide referral support for those in need to social service agencies when appropriate (e.g. directing to St. Vincent de Paul or other services).
- Manage the office phone system while ensuring that all outgoing messages and various extensions have the correct information regarding Mass times, parish address, etc.
- Record and distribute meeting minutes pertaining to the Advisory Committee and the Finance Council.
- Process Mass intention requests and provide Mass cards as requested.
- Serve as liaison and distribute relevant communications from the Archdiocese to other staff and appropriate volunteers and/or parishioners.
- Coordinate the mobile office set-up at St. Brother Andre Catholic High School for weekend Masses and ensure the provision of office/reception services during all Masses.
- Foster collaborative relationships with parish volunteers and other staff.

Administration, Record Keeping, and Database Management, specifically:

- Oversee the day-to-day operations of the parish office.
- Ensure that sufficient supplies are on hand at the school for Masses.
- Submit permit requests to the York Catholic District School Board for use of the school for Masses and other parish events.
- Prepare printed copies of Sunday readings, Mass intentions, opening announcements, and Prayers of the Faithful for weekend Masses.
- Manage office and Mass supplies, offertory envelopes, and liaise with vendors for equipment servicing.
- Maintain accurate parish records, including sacramental registers and contact lists.
- Maintain the parish filing systems including ensuring security and confidentiality, appropriate retention and archival of records, as required by the Archdiocese.
- Maintain sacramental records for Baptisms, Weddings, and Funerals – ensure proper notifications are made and certificates are issued as required.
- Maintain up to date listings of registered parishioners, parish ministries, and parish committees' members.
- Maintain the Pre-Authorized Giving (PAG) program and generate reports as needed.
- Liaise with bookkeeper for payment of all invoices and cheque requests.
- Generate reports as needed to support the bookkeeper.
- Coordinate the preparation and distribution of offertory envelopes and assist with the distribution of annual tax receipts.
- Coordinate the use of keys for facilities and oversee records of all key-holders.
- Train, supervise, and schedule part time office staff as needed.
- Coordinate IT support for the office.
- Foster collaborative relationships with staff, volunteers, and parishioners.
- Other administrative tasks as required by the Pastor.

Sacramental Support, specifically:

- Review Marriage files and liaise with couples to ensure that all documents are collected in a timely manner and ensure that all civil and canonical records are complete and accurate.
- Prepare official Marriage registers for upcoming weddings, issue Marriage certificates and mail completed paperwork to the Registrar General.
- Coordinate applications and registrations for child Baptisms, oversee the scheduling of child Baptisms along with the baptismal preparation required for parents and children 7 years of age and older, and ensure administrative assistance is provided during the Baptism ceremony.
- Provide administrative assistance as needed to parish staff with regards to sacramental records for First Communion and Confirmations.
- Provide administrative support to the Pastor with regards to sacramental records of RCIA candidates.
- Prepare and issue sacramental certificates and notifications as required.
- Other duties, as required.

General Requirements:

- Proven administrative and organizational skills, with experience in office management, and a high degree of attention to detail.
- Strong communication and interpersonal skills, and the ability to work respectfully and collaboratively in a dynamic team environment.
- Ability to handle sensitive situations and information with discretion, compassion, and confidentiality.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Highly accountable, punctual, and able to work independently to accomplish tasks.
- Able to manage multiple tasks and priorities and respond to a rapidly changing environment with a calm and positive attitude.
- Comfortable working with technology, proficient in Microsoft Office applications, and adept at learning new technology systems (e.g. parish-specific database systems).
- Understanding of the Catholic Church, its tenets and culture, respect for its leadership and parish clergy.
- Flexibility to work occasional evenings/weekends dependent on parish needs.
- Familiarity with parish life, Catholic liturgy, and sacramental practice strongly desired.
- Familiarity with Archdiocesan procedures and parish operations is an asset.
- Openness and willingness to learn.
- 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. Ricardo Davis** at **fr.rick@blessedoanam.ca**. Deadline for receipt of applications is **April 20, 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.