



Employment Opportunity

PARISH SECRETARY

St. Agnes' and Santa Cruz Parishes

15 Grace Street Toronto, ON M6J 2S3

Modified Full-Time (30 hours per week)

Replacement Position

Target Hiring Salary: \$22 – \$25 per hour

Overview:

St. Agnes' and Santa Cruz Parishes are seeking a modified full-time Parish Secretary to look after the efficient running of the front office. This position is responsible for providing confidential secretarial services to the Pastor. The Position works independently in responding to inquiries from parishioners and the Archdiocese, and provides day-to-day guidance to staff, the caretaker and Parish ministry coordinators, as needed.

The workdays are to be divided between two parishes: 3 days at St Agnes' office; 2 days at Santa Cruz's office. Work hours are from 9 AM to 3 PM. The two parishes are located 2.4 km from each other.

Responsibilities:

- Courteously greet visitors and walk-in traffic while managing reception duties.
- Manage enquiries (in person, phone and email) in a welcoming, professional, and courteous manner.
- Process written communication and mail.
- Assist in the preparation of the weekly bulletin.
- Maintain and update all Parish Sacramental Registers, and Mass Intention Calendar.
- Prepare Baptism, First Communion, Confirmation and Marriage Documents.
- Prepare Mass Intentions
- Maintain and update Parish Database – needs to be familiar with DRM Parish software (or Parish Tools).
- Enter the contributions of the weekly envelope donations, special collections, and ShareLife on DRM Parish (or Parish Tools).
- Coordinate scheduling of Parish events.
- Coordinate scheduling funerals, and contact the appropriate persons involved.
- Oversee inventory of office supplies, ordering materials, supplies or equipment as needed.
- Oversee the maintenance contracts for the various office machines and inform the Pastor.
- Schedule Parish facilities. Develop and maintain the calendar that identifies the time, date, name of organization, as well as room scheduled for use.
- Other duties as assigned or modified by the Pastor.

General Requirements:

- Minimum 2 years working experience in an office environment; experience in a parish is an asset.
- Excellent oral and written communication skills in English.

- Speak Portuguese.
- Minimum of High School required.
- Excellent interpersonal and customer service skills.
- Proficiency in Microsoft Office, Excel and Word.
- Knowledge of DRM Parish software (or Parish Tools).
- Ability to prioritize, organize, meet deadlines and multitask.
- High degree of attention to detail.
- Understand the importance of maintaining confidentiality.
- Knowledge of parish operations and the Catholic Church.
- 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 vacation at 30 hours per week
- 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 with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- 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: **stagnesto@archtoronto.org**. 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.