

Employment Opportunity

Office Administrator

St. Francis of Assisi Parish

72 Mansfield Avenue, Toronto, ON M6J 2B2

Modified Full- time – (21 hours per week)

Target Hiring Salary: \$27 - \$29 per hour

Overview:

St. Francis of Assisi Parish is seeking a modified full- time Office Administrator to look after the efficient running of our office. This position is responsible for providing a full range of administrative and related office services for the Pastor, members of the parish, the chancery office and various other committees. This is a permanent position in office 3 days per week.

Responsibilities:

- Provide administrative and related office services for the Parish Administrator/Pastor and members of the Parish, and/or various committees and councils, as required
- Courteously greet visitors and walk-in traffic and schedule appointments when necessary. Respond to or make referrals of expressed needs of parishioners, ministries, schools & other community partners
- Respond to telephone calls and on-line inquiries in a professional manner, exercising great respect for discretion and confidentiality
- Prepare written communications, process mail and emails and prepare bulk mailings, as required
- Supervises and mentors office Administrative Assistant, part time staff or students and manages schedules
- Ensures office electronic schedule is always current and relevant
- Process invoices, accounts receivables/payables and other financial documents in coordination with the parish accountant,
- Process bi-monthly payroll and issue yearly employment tax receipts
- Review and process weekly donations and special collection donations in parish Donation Receipting Module (DRM) database and reconcile. Issue yearly tax receipts
- Maintains parish ministries volunteer lists and works with Volunteer Coordinator
- Coordinate and execute on all related tasks as it relates to the annual church processions (Good Friday and other Marian processions) in coordination with the pastor and committee members
- Coordinate scheduling of weddings, baptisms, funerals, and other events, including liaising with musicians, families and funeral homes
- Manages office, church and sacramental program materials inventory and places orders as needed
- Organize file and update all sacramental records and other documents, i.e., prepare all registration forms and issue Baptism, Confirmation, Marriage Certificates, as required
- Maintain parish archives in accordance with the Archdiocese policies and procedures, by recording all weddings, baptisms, funerals as well as those who receive first Eucharist and confirmation and send wedding and confirmation notifications to church of baptism; maintain computerized and parish sacramental registers
- In coordination with the Pastor and Catechists, develops and executes the annual Confirmation and First Eucharist sacrament process and communications plan
- Handle requests for mass intentions, donation envelopes and maintain a record of mass intentions along with receipts and monthly reconciliation
- Review content for weekly bulletin and submit to publisher. Ensure regular updates to the parish website through the webmaster

- Stay updated on Archdiocese news and disseminate information as needed
- Coordinate all operational requirements with 3rd party contractors and vendors for the church and rectory
- Maintain office manual and electronic record-keeping and filing systems
- Develop new internal policies and processes as needed
- Register new and retired parishioners in a timely manner and ensure that membership records/donation envelope system, etc. is updated on a regular basis with the distribution company and in DRM
- Other duties as required

General Requirements:

- College or university education and equivalent related experience
- Minimum of three to five years of administrative/secretarial work experience
- Excellent interpersonal and customer service skills and good public relation skills
- Must be a team player and yet have the ability to work independently
- Courteous and respectful to coworkers and visitors alike
- Excellent verbal and written skills
- Proficiency in Microsoft, Google Apps, (Excel, Word and Outlook) Quick books, (DRM)
- Ability to set priorities, organize, meet deadlines and multitask
- Understand the importance of maintaining confidentiality
- High degree of attention to detail and excellent organizational skills
- Knowledge of parish operations and the Catholic Church, is an asset
- Must be legally entitled to work in Canada
- A criminal record check will be required of the successful applicant

Benefits:

The role is eligible for

- Annual vacation days based on (21 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 after 3 months with 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 format to the attention of: **Fr. Ricardo Mendoza** at StFrancisofAssisiTo@archtoronto.org Deadline for receipt of applications is **Tuesday July 21, 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.