



ST. AUGUSTINE'S SEMINARY

### **Employment Opportunity**

<b>Position Title:</b>	<b>Executive Assistant to the Rector</b>
<b>Department:</b>	Administration
<b>Job Type:</b>	In-person; Regular Full-Time (37.5 hours per week)
<b>Supervisor:</b>	Rector
<b>Number of Employees Supervised:</b>	N/A
<b>Salary Range:</b>	\$60,000 - \$65,000 per year

#### **Overview**

The **Executive Assistant to the Rector** provides top-notch administrative and operational support to the Rector who oversees the internal operations of the Seminary. This role is ideal for a detail-oriented and organized individual who will be an essential contact for applicants, current student-seminarians, staff, and to people outside of the Seminary.

#### **Responsibilities**

Responsibilities include but not limited to:

- Provide excellent administrative support managing calendars, scheduling meetings, and organizing expenses including travel
- Prepare and coordinate materials for meetings, presentations, and reports
- Record and prepare draft meeting minutes
- Prepare admissions packages and organize the collection of submissions
- Manage all correspondence including emails, phone calls, and mail
- Organize and maintain both physical & digital files and records
- Maintain up-to-date list of key contacts including diocesan Vocation Directors
- Prepare and distribute evaluation forms to required parties
- Represent St. Augustine's in a positive manner, ensuring all interactions with external parties reflect well on the Seminary and Archdiocese of Toronto

#### **Experience and General Requirements**

- Proven experience in an executive assistant, or operations coordinator role
- Understanding of Roman Catholic beliefs, organizational structures, and dynamics
- Ability to maintain confidentiality and perform duties in a detailed, conscientious and professional manner in keeping with a church environment
- Comfort and adaptability to working with and for priests and seminarians
- Fluent English with professional verbal and written communication skills

- A criminal background check will be required of the successful applicant
- This is an on-site position where the employee is expected to commute daily

### **Benefits**

- Three weeks of vacation & 12 paid sick days per calendar year
- Defined Benefit pension plan after 3 months with a 1%, 2%, or 5% contribution match
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long-Term Disability and Employee Financial Assistance Program)
- Lunch available on-site

### **About St. Augustine's Seminary**

St. Augustine's Seminary of Toronto is the Major Seminary of the Roman Catholic Archdiocese of Toronto. Its primary mission is the formation of candidates for ordained priesthood in the Catholic Church. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to **Dean Penafiel, Bursar (CFO)** at **dean.penafiel@utoronto.ca**  
 Deadline for receipt of applications is **5pm on Wednesday, July 16, 2025.**  
 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), St. Augustine's Seminary of Toronto and 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.*