

## **Employment Opportunity**

### **PARISH SECRETARY**

#### **Archdiocese of Toronto**

Casual Positions Available in Central Pastoral Region

#### **Overview:**

The Archdiocese of Toronto is seeking casual Parish Secretaries to provide coverage for employee absences on an as-needed basis in the Central Pastoral Region (Metro Toronto). This position is responsible for providing a full range of secretarial and related office services for the parish.

#### **Responsibilities:**

- Handle reception duties by courteously greeting visitors and walk-in traffic.
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising respect for discretion and confidentiality.
- Process written communication and mail.
- Assist in the preparation of the weekly bulletin.
- Maintain and update all Parish Sacramental Registers, Mass Intention Calendar.
- Prepare Marriage and Baptism documents.
- Prepare Prayers of the Faithful and Mass Intentions.
- Maintain and update Parish Database.
- Post contributions of the weekly envelope donations, special collections, and ShareLife.
- Coordinate scheduling of Parish Ministry events.
- Coordinate scheduling funerals and contact appropriate persons involved.
- Oversee an inventory of office supplies, ordering materials, supplies or equipment as needed.
- Oversee the maintenance contracts for the various office machines.
- Other duties as required.

#### **General Requirements:**

- College or university education and/or equivalent related experience.
- Minimum of three to five years of related work experience.
- Excellent interpersonal and customer service skills.
- Proficiency in Microsoft Office, Excel and Word.
- Knowledge of DRM Parish software an asset.
- Ability to prioritize, organize, meet deadlines and multitask.
- High degree of attention to detail.
- Understand the importance of maintaining confidentiality.
- Flexibility in work schedule and the ability to accept work assignments on short notice.
- Previous parish experience preferred.
- Knowledge 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.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format, and your availability (days and hours), noting position number **2025-17** to: **Kelly Punzalan, Human Resources Coordinator** at [hr@archtoronto.org](mailto:hr@archtoronto.org). 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.*