



Archdiocese
of
Toronto

Employment Opportunity

OFFICE ASSISTANT

Our Lady of Grace Parish

15347 Yonge St Aurora, ON L4G 1N7

Casual Part time (12 - 19 hours per week)

Replacement Position

Target Hiring Salary: \$17.64 – \$22.88 per hour

Overview:

Our Lady of Grace Parish is seeking a casual part time Office Assistant to provide secretarial and other related office services assisting the parish administrator.

Responsibilities:

- Answer phones, emails, and following up with various other requests as required
- Book Masses, meeting rooms, and appointments
- Deal with walk-ins and their requests compassionately
- Prepare certificate requests and letters, and pick up daily mail
- Assist with any enquiries and inputs using Archdiocese / other software (DRM, Word, Outlook, etc.)
- Gather information and prepare the weekly bulletin for approval
- Address any Baptismal enquiries and requests, book Baptismal appointments, prepare Baptismal certificates, follow up with parents for missing documentation, etc.
- Take calls from funeral homes and/or families, and accurately relay information to the priest
- Assist the administrator with First Holy Communion and Confirmation data entry, etc.
- Assist the administrator with general Christmas and Easter needs
- Perform any other duties as may be requested by the administrator on various occasions
- Fill in on secretarial duties for sick leave, vacation, or any other leaves
- Complete other duties as required

General Requirements:

- Command of the English language and good communication skills, both verbal and written
- Good listening skills to understand the needs of the individual making the request
- Knowledge and proficiency using computer programs and other Archdiocese software associated with parish / parishioner data (e.g., DRM / Word / Outlook / etc.)
- Honor and maintain confidentiality
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant



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Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Our Lady of Grace Parish at olgraceau@archtoronto.org.** Deadline for receipt of applications is **March 1, 2026 or 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.