



Archdiocese
of Toronto

Employment Opportunity

PARISH SECRETARY

St. Mark's Parish

277 Park Law Rd Etobicoke, ON M8Y 3J7

Part time (15 hours per week)

New Position

Target Hiring Salary: \$22 per hour

Overview:

St. Mark's Parish is seeking a part time bilingual Parish Secretary, fluent in both Polish and English, to provide secretarial and related office services for the Pastor, members of the parish, and/or other various committees.

Responsibilities:

- Perform secretarial duties for the pastor and committees.
- Receive and place telephone calls, schedules appointments, prepare correspondence and processes mail.
- Greet visitors.
- Prepare bulk mailings as needed.
- Establish office record keeping and filing systems.
- Maintain a schedule of office hours.
- Attend Committee meetings as requested.
- Schedule parish facilities. Develop and maintain a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinate the use of keys for facilities.
- Maintain petty cash funds and record and prepare deposits.
- Oversee the timely opening and secure closing of the office each day. Ensure that all machines are off, answering service is on, windows and doors are locked and all appropriate lights and heat are off.
- Oversee an inventory of office supplies. Order materials, supplies or equipment as needed. Oversee the maintenance contracts for the various office machines.
- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Update census records on a regular basis.
- Maintain the parish offering envelope system. Update data on a regular basis.
- Post contributions on a weekly basis and mails contribution statements.
- Coordinate scheduling of weddings, funerals and other events. Contact appropriate persons involved, communicate with families/relatives regarding the procedure for these services.
- Develop and maintain a sacramental record keeping system. Record all weddings, baptisms, funerals as well as those who receive first Eucharist, and confirmation.
- Provide assistance to persons in need that come to the parish by referring them to St. Vincent de Paul Society.
- Send letters to new parishioners inviting them to register and welcome them when they do.
- Other duties as required.

General Requirements:

- College program in office administration or equivalent required.
- 1-2 years of successful general secretarial experience.
- Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
- Fluent in English and Polish is essential for serving parishioners.
- Strong communication skills and ability to maintain confidentiality.
- Proficiency in Microsoft Office, Excel, Word, Outlook
- Advanced computer expertise.
- Ability to compose correspondence, minutes and/or reports.
- Ability to represent the parish to those who call, write or visit.
- Ability to honor and maintain confidentiality.
- 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.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Joseph Morawski** at **jmorawski@archtoronto.org**. Deadline for receipt of applications is **September 4, 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.