



## **Employment Opportunity**

### **OFFICE ADMINISTRATOR Office of Formation for Discipleship**

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

Level 8: \$38,750 – \$58,123

#### **Overview:**

The Office of Formation for Discipleship (OFD) is seeking a full time Office Administrator to provide full administrative support to the Co-Directors while also supporting the other OFD team members and general office needs. This position is responsible for assisting in project and event management, managing the Office calendar and general email, coordinating office tasks and assignments, producing reports and correspondence, maintaining the filing system, tracking the office budget and ensuring all financial accounting is current.

#### **Responsibilities:**

- Provide administrative and technical support to all colleagues, including but not limited to meetings (online and in person), printing, signage, folders, name tags, set-up/take-down at events
- Manage and maintain integrated and comprehensive Office calendar
- Ensure budget and finances are accurately tracked and invoices/expenses are processed in a timely manner
- Assist in project and event management, especially coordinating registration, responding to inquiries, set-up/take-down, invoicing and accounting
- Check and follow up on general office inquiries by email, phone and in person
- Receive and distribute incoming mail and prepare mailings to be sent out
- Requisition office supplies and materials as required
- Oversee process and assist in fulfillment of religious book orders from parishes
- Acquire and catalogue new materials for resource library and manage the lending process
- Produce reports, correspondence and manage all filing systems
- Prepare minutes of meetings as requested
- Maintain updated mailing and email lists for office stakeholders and contacts
- Acquire quotes from caterers, suppliers and vendors as needed
- Make changes to the OFD website as needed
- Maintain list of subscriptions and coordinate renewals
- Foster and maintain a good relationship with parish and pastoral centre staff
- Work in collaboration with other team members and actively contribute to the overall vision and mission of the Office
- Be available for after-hours functions as required
- Other duties as required

### **General Requirements:**

- Post-secondary level education or equivalent experience
- One to two years' experience minimum
- Strong service orientation and high attention to detail
- Superior verbal and written English communications skills
- Ability to work with a minimum of supervision
- Ability to work independently and as part of a team
- Strong computer skills: MS Office 365, knowledge of organizational databases, web applications and email skills
- Knowledge of parish and Archdiocesan structures an asset
- Valid driver's license and access to a reliable vehicle
- Available to work at the office in person, Monday to Friday, during regular business hours and willing to work additional hours as needed
- 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

### **Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- 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 a 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 or PDF format noting position number **2024-11** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **August 8, 2024**. 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.*