

## **Employment Opportunity**

### **PARISH SECRETARY**

#### **St. Anthony of Padua Parish**

940 North Park Drive Bramalea, ON L6S 3L5

Temporary Maternity Leave Replacement – Approx. 7 months

Full time (35 hours per week)

Target Hiring Salary: \$21-22 per hour

#### **Overview:**

St Anthony of Padua Parish is seeking a full time Parish Secretary to look after the efficient running of the office. This position is responsible for providing a full range of secretarial and related office services for the pastoral team. Being the initial window to the parish as a whole, it is crucial that the Parish Secretary have a welcoming and cheerful disposition and handle all visitor and telephone requests politely. This is a temporary position to cover a maternity leave, however there is a possibility for this position to become permanent.

#### **Responsibilities:**

- Provide secretarial assistance to the Pastor, as required
- Courteously greet visitors and walk-in traffic, and schedule appointments when necessary
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising great respect for discretion and confidentiality
- Oversee the timely opening and secure closing of the office each day
- Check general delivery mailbox and forward voicemails, as appropriate and in a timely manner
- Receive and appropriately distribute mail and deliveries
- Handle requests for Mass cards, baptismal certificates, donation envelopes and maintain a record of Mass intentions along with a reconciliation of related Mass stipends; ensure sufficient inventory of Mass cards
- Prepare daily/weekly mass intentions on time and ready for the mass
- Prepare Sunday Mass binders - i.e. announcements/prayers of the faithful, sick & deceased
- Prepare content for weekly bulletin and submit to publisher on a timely basis each week and upload to the webmaster for the parish website. Ensure regular updates to the parish website are forwarded to the webmaster
- Manage the fax machine and photocopier and ensure both are stocked with paper and toner
- Prepare bulk mailings, as needed using mail merge; creating labels and envelopes
- Coordinate scheduling of weddings, funerals and other events – including liaising with organist, Eucharistic ministers, funeral homes and families, when necessary
- Maintain office manual and electronic record-keeping and filing systems
- Register new parishioners in a timely manner and ensure that membership records are updated on a regular basis
- Ensure sufficient stock of parishioner registration forms and PAG forms maintained at church entrances

- Organize, file and update all sacramental records and other documents – i.e. prepare all registration forms and issue baptism, confirmation and marriage certificates
- Record all weddings, baptisms, funerals as well as those who receive first Eucharist and confirmation and send wedding and confirmation notifications to church of baptism; maintain computerized and parish sacramental registers
- Organize, prepare and schedule the annual distribution of donation envelope boxes and arrange for volunteers to assist with distribution. Input weekly donations into DRM Parish
- Prepare weekly message for the church TV monitor in the foyer before the weekend
- Perform weekly backups of computer system
- Maintain the parish archives in accordance with archdiocesan policies and procedures
- Supervise, train and schedule student office assistant as required
- Other duties, as required

### **General Requirements:**

- College or university education and/or equivalent related experience
- Minimum of three to five years of secretarial work experience
- Excellent interpersonal and customer service skills
- Must be a team player and yet have the ability to work independently
- Courteous and respectful to coworkers and visitors alike
- Excellent verbal and written skills including proper spelling and grammar
- Proficiency in Microsoft Office – Excel, Word & Publisher
- Ability to set priorities, organize, meet deadlines and multitask
- Understand the importance of maintaining confidentiality
- High degree of attention to detail
- Knowledge of parish operations and the Catholic Church
- Patience and compassionate in dealing with distressed visitors
- Experience in computerized accounting is an asset
- Knowledge of Parish Tools 4 software is an asset
- 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. Jibin Joy** at **[jjoy@archtoronto.org](mailto:jjoy@archtoronto.org)**. Deadline for receipt of applications is **July 29, 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.*