



Employment Opportunity

BILINGUAL PARISH SECRETARY

St. Thomas Aquinas Parish

640 Glenholme Ave York, ON M6E 3G9

Modified full time (30 hours per week)

Replacement Position

Target Hiring Salary: \$22 – \$24 per hour

Overview:

St. Thomas Aquinas Parish is seeking a full time Bilingual Parish Secretary to look after the efficient running of the front office. Fluent in English and Italian or Spanish, this position is responsible for providing a full range of secretarial and related office services for the pastoral team, companies that provide services to the parish, members of the parish, and/or various other parish committees. Being the initial window to the parish, it is crucial that the Parish Secretary have a welcoming and cheerful disposition and handle all visitor and telephone requests politely.

Responsibilities:

- Address walk-in, telephone and email inquiries in a friendly, professional and timely manner.
- Forward emails, messages and other information referring to the Pastor or parish staff as they come in.
- Schedule appointments, produce written communications using word processing and process incoming and outgoing mail.
- Accept, log and prepare weekly Mass intention requests, record funds received and prepare deposits for counters.
- Prepare and print sacramental certificates when required.
- Record envelopes and manage petty cash with Bookkeeper.
- Maintain accurate office record keeping and filing systems and dispatch mail and notifications.
- Use Parish Tools and PCAN to maintain the parish offering envelope system, update data on a regular basis, review the input of contributions on a weekly basis and file generated audit reports, close the books and prepare tax receipts for the year.
- Coordinate scheduling of weddings, funerals and other events; contact appropriate persons involved, communicate with families/relatives regarding the procedure for these services.
- Order materials, supplies or equipment as needed; oversee an inventory of office supplies and assist vendors or donors with delivery.
- Update parish website and announcements on a regular basis.
- Gather and edit content and layout of the weekly bulletin and complete the bulletin in time for final printing.
- Schedule use of parish facilities; develop and maintain a calendar that identifies the time, date, name of organization as well as room scheduled to use.
- Liaise with parishioners, parish elementary schools, archdiocesan staff, stakeholders and vendors.

- Other duties as required by the Pastor, Associate Pastor or their designate(s).

General Requirements:

- College or university education and/or equivalent related experience.
- Two or more years of secretarial experience in a religious organization.
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Fluent in English and Italian or Spanish, both verbal and written.
- Some knowledge of day-to-day parish operations and the Catholic Church.
- Superior interpersonal and communication skills.
- Proficient in accounting and Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Typing and/or word processing at 50 wpm.
- Demonstrated ability to set priorities, begin and effectively and thoroughly complete tasks with little or no supervision needed.
- Detail-oriented and great record-keeper
- Ability to compose correspondence, minutes and/or reports.
- Ability to represent the parish in a professional manner at all times.
- Ability to honor and maintain confidentiality.
- Available during regular business hours.
- 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:

- 15 vacation days per year
- 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 with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- 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 to: **Fr. Patrick Ezimora** at **PEzimora@archtoronto.org**. Deadline for receipt of applications is **January 25, 2025** 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.