



Employment Opportunity

PARISH RECEPTIONIST

St. Anne's Parish

115 Vodden St E Brampton, ON L6V 1M4

Modified full time (20 hours per week)

Replacement Position

Target Hiring Salary: \$22 per hour

Overview:

St. Anne's Parish is seeking a modified full time Parish Receptionist to provide secretarial and related office services for the pastor, members of the parish, and/or various other committees and boards.

Responsibilities:

- Sanitize reception area
- Connect with volunteers
- Answer phones and emails, following up with requests as needed
- Book Masses, lamps, and appointments
- Deal with walk-ins and their requests compassionately
- Prepare certificate requests, letters, and distribution of daily mail
- Manage EventBrite reservation request and enter registration forms into database
- Confirm room bookings and liaise with ministries
- Assist with any ParishTools enquiries
- Prepare bulletin, prayers of the faithful, and Lector announcements on a weekly basis
- Baptisms – address any enquiries and requests, book baptism appointments, prepare baptism certificates, following up with parents for missing documentation

Monthly

- Prepare the following schedules – Sacristan, Priests Mass, baptism assistant, weekly prayer-time volunteer
- Update google monthly Mass schedule
- Monthly PAG reports and weekly Prayer-time volunteer schedule

When Needed

- Prepare Staff meeting minutes
- Deal with funeral requests, arrange servers and choir as well as book volunteers as needed
- Prepare PowerPoint slides for lobby (funerals)
- Order of hosts, wine, candles
- Connect with some regular volunteers

Year-End

- ParishTools year-end closing of books

- Print tax receipts
- Prepare labels for offertory envelopes
- 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.
- Strong verbal and written 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

Benefits:

This role is eligible for:

- 3 weeks of vacation at 20 hours per week
- 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. Suresh Xavier** at **StAnnesBR@archtoronto.org**. Deadline for receipt of applications is **February 28, 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.