



## **Employment Opportunity**

### **PARISH SECRETARY**

#### **St. Padre Pio Parish**

5500 Major MacKenzie Dr W Kleinburg, ON L0J 1C0

Full time (35 hours per week)

Replacement Position

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

#### **Overview:**

St. Padre Pio Parish is seeking a full time Parish Secretary to provide secretarial and related office services for the pastor, members of the parish, and other various committees and boards.

#### **Responsibilities:**

- Performs secretarial duties for the pastor and committees.
- Receives and places telephone calls, schedules appointments, prepare correspondence and processes mail.
- Greets visitors.
- Prepares bulk mailings as needed.
- Establishes office record keeping and filing systems.
- Maintains a schedule of office hours.
- Attends Committee meetings as requested.
- Schedules parish facilities. Develops and maintains a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinates the use of keys for facilities.
- Maintains petty cash fund and records and prepares deposits.
- Oversees the timely opening and secure closing of the office each day. Ensures that all machines are off, answering service is on, windows and doors are locked and all appropriate lights and heat are off.
- Oversees an inventory of office supplies. Orders materials, supplies or equipment as needed. Oversees the maintenance contracts for the various office machines.
- Prepares and produces the weekly bulletin. Gathers and edits the content and layout of the bulletin and completes the bulletin in time for final printing.
- Updates census records on a regular basis.
- Maintains the parish offering envelope system. Updates data on a regular basis.
- Posts contributions on a weekly basis and mails contribution statements.
- Enter weekly donations on to the DRM program.
- Coordinates scheduling of weddings, funerals and other events. Contacts appropriate persons involved, communicates with families/relatives regarding the procedure for these services.
- Develops and maintains a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist, and confirmation.
- Provides assistance to persons in need that come to the parish by referring them to St. Vincent de Paul Society.
- Sends letters to new parishioners inviting them to register and welcomes 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.
- 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 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 to: **Fr. George Parayil** at **[gparayil@archtoronto.org](mailto:gparayil@archtoronto.org)**. Deadline for receipt of applications is **April 10, 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.*