



Employment Opportunity

PARISH SECRETARY

Our Lady of the Assumption Church

2565 Bathurst St Toronto, ON M6B 2Z3

Full time (35 hours per week)

Target Hiring Salary: \$

Overview:

Our Lady of the Assumption Church is seeking a full time Parish Secretary to look after the efficient running of the front 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.

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
- Provide assistance to the needy who phone or come to the parish office by referring them to St. Vincent de Paul Society
- 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 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/donation envelope system, etc. is 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 Parish Tools
- Prepare weekly message for the church marquee before the weekend
- Perform weekly backups of computer system
- Maintain the parish archives in accordance with archdiocesan policies and procedures
- 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

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. Lorenzo Salandanan** at olapastor@rogers.com. Deadline for receipt of applications is **May 13, 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.