



## **Employment Opportunity**

### **OFFICE ADMINISTRATOR**

#### **St. John's Parish**

794 Kingston Road

Toronto, ON M4E 1R7

Full time (35 hours per week)

Target Hiring Salary: \$52,000 - \$57,000

#### **Overview:**

St. John's Parish is seeking a full time Office Administrator to provide full administrative support to the Pastor while also supporting the parish by assisting in project and event management, managing and maintaining the Office calendar, coordinating office tasks and assignments, producing reports, correspondence, maintaining filing system, and interacting with visitors with a pleasant and polite disposition over the phone, email, or in person.

The schedule for this position is 35 hours per week – Monday – Friday (9AM – 5PM)

#### **Responsibilities:**

- Greet visitors and respond to walk-in inquiries in a professional and courteous manner.
- Manage phone calls, redirect inquiries, and maintain confidentiality when handling sensitive information.
- Coordinate appointments, send emails, and make phone calls on behalf of the pastor/parish.
- Maintain up-to-date contact lists for parishioners, ministries, and committee members.
- Oversee daily office opening and closing procedures.
- Prepare and produce weekly bulletins, ensuring content is accurate and timely.
- Edit, proofread, and occasionally compose correspondence and memos for the pastor
- Maintain secure filing systems and ensure proper retention of documents as required.
- Negotiate contracts with vendors and coordinate maintenance of office equipment and IT support.
- Maintain Sacramental Records (Baptism, Confirmation, First Communion, Weddings, Funerals), issue certificates, and ensure proper documentation is in place.
- Liaise with couples to collect marriage documentation and prepare official marriage registers.
- Coordinate church, hall, meeting room bookings and event scheduling, including liaising with organist and liturgical ministers, funeral homes, and families, as necessary.
- Prepare the Church Mass Intention list, and announcements with the pastor, and post on bulletin board.
- Maintain and prepare all aspects of the offertory envelope boxes.
- Manage the ordering of office supplies and ShareLife supplies as needed.
- Liaise with vendors for copier services and resolve any service issues.
- Collaborate with staff or volunteers to ensure adequate coverage during absences or vacations.
- Assist with other tasks as required.

## **General Requirements:**

- Post-secondary level education or equivalent experience
- Minimum of 1-2 years working in an office environment; experience in a parish is an asset
- Ability to honour and maintain confidentiality
- Excellent interpersonal and service-oriented skills
- Superior verbal and written English communication skills
- High degree of attention to detail and strong organizational skills
- Ability to work with minimum supervision
- Capable of working both independently and as part of a team
- Computer literacy: Proficiency in Microsoft Office Suite, knowledge of organizational databases, web, and email skills
- Available during regular business hours and willing to work additional hours as needed
- Knowledge of parish and Archdiocesan structure an asset
- A faith-based 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. Joshua Roldan** at [jroldan@archtoronto.org](mailto:jroldan@archtoronto.org).

Deadline for receipt of applications is **November 30, 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.*