Employment Opportunity

OFFICE ADMINISTRATOR

St. James Parish

2118 Adjala Tecumseth Townline, Colgan, ON L0G 1W0
Modified full time (20 hours per week)
Replacement Position
Target Salary: $21 – $24 per hour

Overview:

St. James Parish is seeking a modified full time Office Administrator to provide a wide range of administrative duties that would support the Pastor in the smooth running of three Churches; St. James, St. Francis Mission, and St. Mary's Mission. The successful applicant will work independently, as part of a team or together with the Pastor as required. It is important that the administrator have a pleasant and polite disposition when dealing with visitors, email responses and telephone requests.

The schedule for this position is 4 days per week in the office during office hours Monday, Tuesday and Wednesday from 1:00 p.m. – 5:00 p.m. and Fridays from 12:00 p.m. – 4:00 p.m. with additional 4 hours work from home.

Responsibilities:

- Courteously greet visitors and walk-in traffic, respond to questions and relay information.
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising great respect for discretion and confidentiality.
- On behalf of the Pastor/parish, make telephone calls, send emails and schedule appointments as requested.
- Ensure that the phone system has current information for the various extensions, i.e., parish address, Mass times, etc.
- Oversee the timely opening and secure closing of the office each day.
- Maintain up to date listings of parishioners, ministries and committee members.
- Prepare and produce the weekly bulletin in English. Ensure content includes any relevant parish and archdiocesan news and events in a timely manner and issue the final copy in both the printed and online version.
- Coordinate registrations, dates, and preparation material for First Communion and Confirmation Sacraments.
- Maintain sacramental records for Baptisms, Weddings, Funerals, First Communions and Confirmations. Ensure proper notifications are made and certificates issued as required.
- Review Marriage files and liaise with couples to ensure that all documents are collected in a timely manner. Prepare official Marriage registers for upcoming weddings. Issue Marriage certificates. Mail completed paperwork into the Registrar General.
- Collect and review paperwork for RCIA candidates and coordinate with the Archdiocese to ensure candidates are received into the Catholic Church.

- Intake and review Baptismal applications, enroll in Baptismal Preparation and book Baptisms.
- Co-ordinate scheduling of baptisms, weddings, funerals and other events, including liaising with organist, eucharistic ministers, altar servers, funeral homes and families, as necessary.
- Book Masses.
- Prepare the churches weekend prep with weekly Mass Intention list, Prayers of the Faithful and announcements, post upcoming events on bulletin board. Put out appropriate offering envelopes as necessary.
- Liaise with bookkeeper in maintaining and preparing annual offertory envelope boxes.
- Order office supplies as needed.
- Liaise with copier company, order supplies and put in service calls as necessary.
- Liaise with staff and/or volunteers to ensure office coverage during vacation periods.
- Other duties, as required by the Pastor.

General Requirements:

- College or university education and/or equivalent related experience.
- Minimum of three to five years of administrative experience.
- Knowledgeable in Microsoft Office, Word, Excel, and Outlook.
- Excellent verbal and written English language skills.
- Knowledge of DRM-Parish skills an asset.
- Excellent interpersonal and communication skills to deal with difficult and sensitive situations, respond effectively to crises or emergencies requiring quick judgment and prompt actions, and represent the parish to those who call, write or visit.
- Understand the importance of maintaining confidentiality.
- Ability to set priorities, organize, meet deadlines and multitask.
- High degree of attention to detail.
- General knowledge of parish operations and the Catholic Church.
- Must be a team player and have the ability to work independently.
- Be flexible and co-ordinate as other duties/tasks arise, and as requested by the Pastor.
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Rev. James Zettel** at **stjamesco@archtoronto.org**. Deadline for receipt of applications is **Until the position is filled**. 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.

Original Posting Date: 2026-11-11