Employment Opportunity

PARISH SECRETARY
Our Lady of the Assumption Church

2565 Bathurst St. Toronto, ON. M6B 2Z3
Full Time (35 hours per week)
New Position
Target Hiring Salary: $21 - $24 per hour

Overview:

Our Lady of the Assumption Church is seeking a full time Parish Secretary to work collaboratively with the pastor, Office Manager, other parish staff and volunteers to provide timely, accurate information and high-quality service to meet parishioner needs and expectations. This position requires onsite presence Monday to Friday during parish office hours.

Responsibilities:

Administrative Tasks

- Handle day-to-day demands of the office i.e., phone calls, emails, inquiries, assisting pastor, reception duties, Mass cards, etc. with emphasis on timely, thorough, accurate responses to queries
- Organize, file and update all sacramental records and other documents; issue Baptism, Confirmation, and Marriage Certificates and maintain the parish archive in accordance with Archdiocesan policies and procedures
- Assist with registration process for sacramental preparation
- Oversee the timely opening and secure closing of the office each workday
- Process mail and maintain office records and files
- Send wedding and confirmation notifications to church of baptism
- Assist with wedding and funeral Mass details
- Liaise with vendors, Archdiocesan staff, other stakeholders as needed
- Assist Pastor with preparation of Sunday Mass binders (announcements, prayers of the faithful)
- Organize, prepare and schedule the annual distribution of donation envelope boxes
- Special projects assigned by the Office Manager and Pastor

Hall Use Management

- Responsible for the day-to-day operations of the parish hall such as: liaise with potential outside users of the parish hall; administer bookings, contracts, insurance requirements, security deposits and rental payments

Parish Calendar

- Maintain the parish calendar on a timely and accurate basis to reflect any changes to event dates/times
- Assist with the resolution of any date/time/space conflicts that occur
- Work with volunteers to ensure everything needed for an event is available

DRM Parishioner Database

- Work on continuous updates to member data, e.g. new parishioner registrations, contact information

Office, Liturgical, Sacramental Preparation and Hall Supplies Management

- Monitor inventory levels of all office supplies, liturgical supplies, and hall supplies
- Order supplies on a proactive basis
- Store supplies in a logical, organized manner
- Administrative assistance to the Office Manager and Pastor, as needed

- Other duties, as required

General Requirements:

- College or university education or equivalent related experience
- Minimum 3-5 years working experience in an office environment
- Superior verbal and written communication and editorial skills
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Ability to set priorities, organize, work effectively, meet deadlines, multitask
- Effective team player who can work independently when needed
- Capable of maintaining confidentiality
- Excellent interpersonal and customer service skills
- High degree of attention to detail
- Experience working in a parish office and/or Commercial property management experience is an asset
- 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:

- 15 days 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 **Lsalandanan@ archtoronto.org.** Deadline for receipt of applications is **December 13, 2026**. 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.