

Part-time Parish Administrative Assistant (min. 3 days per week)

St. Charles Parish is looking for a part-time Parish Administrative Assistant (min. 24 hours per week with a max of 30 hours). The position is part of the parish pastoral team and reports to the Pastor. They would be expected to open and close the Parish Office three days per week. The position is available immediately.

Desired Qualification:

Education: Applicable post-secondary training and or experience (3-year minimum) in office administration.

Professional Skills, Ability and Knowledge:

- Punctual, meticulous and reliable
- Excellent verbal and written communication skills in English
- Ability to collaborate well with others and work in a team
- Well developed interpersonal skills and able to work in a public setting
- Excellent organization and prioritization skills
- Self-directed, work independently, ability to work alone
- Excellent time management skills
- Confidentiality
- Empathy
- High level of computer proficiency with a working knowledge of Windows, MS Office programs, maintaining databases (ie Paywork, Our Parish Family, RBC Express), as well as internet research abilities

Assets:

- Experience working in a parish setting
- Good skills with Social Media (Facebook, Instagram, Twitter etc.)
- Experience working on website design and or maintenance
- Knowledge of additional languages

Conditions of Employment:

Must agree to a Criminal Records check and be clear and agree to have the Child Abuse Registry checked and be clear.

Position Summary/Scope of Service: The Parish Administrative Assistant is a member of the parish pastoral staff team with a mandate to carry out the pastoral vision of the parish as it relates to the administrative support to the parish and pastoral team members. This position has the particular responsibility to perform a variety of administrative and clerical duties in order for an efficient and effective operation of the parish office along with another Administrative Assistant.

Duties and Responsibilities include, but not limited to:

Administration: Opening and closing of parish office 3 days per week and other days as need be; scheduling various meetings, events and hall rental; maintaining office inventory and equipment; data entry in Our Parish Family; assisting in maintain records of many types for the parish.

Communication: Open and distribute incoming regular and electronic mail; assisting with the flow of information internally and externally by telephone, mail and email; respond to incoming telephone calls, handling inquiries, arranging call backs, and ensuring messages are correctly recorded and received and greets visitors.

Secretarial: Prepares correspondence; prepares parish bulletin for print; prepares sacramental certificates; maintains a variety of Parish Records; maintains master calendar for parish events; maintains bulletin board in the vestibule of the church; maintains forms and supplies in the foyer office and performs any other secretarial duties as directed by Pastor or delegate.

Funerals: May be required to assist with arrangements, the parish needs to do for funerals.

Financial: Prepares and arranges payment for all invoices and transactions; manages pre-authorization payments thru RBC Express; data entries payroll information into Payworks; transfers funds to the appropriate Trust Fund; ensures donations are sent the corresponding fund or agency; ensures funds are recoded correctly and coded to correct budget; assists with banking duties; liaises with Parish book keeper and maintains records as required by Revenue Canada.

A copy of the official work description is available on request.

Training on Parish related activities will be provided on the job.

Ways to Apply: Applications, in the form of a letter outline suitability for the position will be accepted up to **April 16, 2018 at 6 PM CDST**. Resumes are acceptable but must be tailored for this position. Please address your correspondence to Father Michael Wollbaum.

Application maybe emailed to rlabbe@mymts.net or faxed to 204-885-1997 or mailed to c/o 395 St. Charles St. Winnipeg, MB R3K 1T7 (must arrive by deadline to be considered for the position) or dropped off during Parish Office hours Tuesday to Friday 9:30 am – 4:30 pm.

All applicants will be screened based on what they submit. Those clearly demonstrating, in their submission, that they meet the selection criteria will be invited to an interview.

Question about this posting maybe directed to Ron Labbé via email at rlabbe@mymts.net

(revised March 22, 2018)