

St. Ignatius Parish

255 Stafford Street, Winnipeg, Manitoba, R3M 2X2
Telephone (204)474-2351 Fax (204)284-5235

JOB DESCRIPTION

Position Title: Parish Admin Assistant

Reports to: The Pastor

Hours: Wednesday – Sunday 40 hours weekly

Wed – Fri 8:00am – 4:00pm

Saturday 10:30am – 6:30pm

Sunday 8:00am – 4:00pm

Start date: ASAP

Salary: Dependant on experience. Paid vacation and shared benefits

Position Summary:

The successful candidate will be responsible for providing general clerical duties as well as duties related to the Pastor, the parishioners and the ministries of St. Ignatius Parish.

Functions and Duties

Core Function: Admin Assistant

Duties/Responsibilities:

- • Phone reception
- • Opening and closing church on weekends
- • Running the Sunday live stream
- • Demonstrated skill in using MS Office and Adobe
- • Managing incoming and outgoing correspondence of the parish office.
- • Maintaining the parish's membership and offering envelope system in OPF (Parish Friendly) data base.
- • Maintaining digital record keeping systems for parish contributions, Mass intentions, and sacramental records
- • Managing office supplies, repairs on office equipment, and printing services
- • Scheduling and maintaining communication between all parish ministries, parish events and school events as required
- • Assist pastors with coordination of activities in the Spiritual Education Center
- • Coordination of school events within the parish
- • Management of the parish web site, calendars, and social media accounts
- • Demonstrated journalistic abilities sufficient to write parish bulletins and other public relations materials.
- • Printing sacramental certificates
- • Other duties as assigned

Qualifications:

- ☐ Extensive knowledge of the Catholic church
- ☐ Ability to work independently and with minimal supervision
- ☐ Ability to interact with a wide range of people in a professional manner
- ☐ Excellent communication skills
- ☐ Demonstrated ability to:
 - ○ discern and honour confidentiality
 - ○ set priorities and organize work effectively and efficiently
 - ○ adapt to changes in routine
- ☐ Excellent record keeping skills - electronic and paper format
- ☐ Proficient keyboarding skills
- ☐ Proficient computer skills including:

- ○ MS Office and Adobe software programs
- ○ email and Internet services
- **ω** Demonstrated ability to learn new software including:
 - ○ Parish database system (OPF)
 - ○ Parish online mass live streaming
- **ω** Perform effectively in environments with frequent changes and competing demands
- **ω** Ability to perform while unsupervised

Application Process:

Please apply with resume including at least three references to:

The Selection Committee: St. Ignatius Parish. email: operations@stignatius.ca

Application Deadline: Friday, July 24, 2026