

POSTING *for* **Parish Secretary** **St. Anthony's (Drumheller)**



REPORTS TO

Pastor

OVERVIEW

The Parish Secretary is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail. Greets and refers visitors with grace and strong customer service focus.

RESPONSIBILITIES

- Answer phones and respond to emails or phone queries as necessary
- Aid persons in need that come to the Parish Office. Refers persons, as appropriate, to agencies/organizations
- Reply and/or forward incoming e-mails
- Establish and maintain office record-keeping systems
- Handle postage services, including bulk purchases and bulk mail preparation
- Responsible for office equipment maintenance and upkeep
- Photocopying/labels as required
- Maintain keys for facilities and keep a log
- Keep reception area, print room, and storage closets organized
- Maintain office/stationery and Church supplies; order supplies as needed
- Keep track of bookings for Church and Halls; prepare rental contracts & discuss policies with renters
- Help coordinate special parish events, e.g. dinners, ministry fair, conferences, etc.
- Make changes to Parish Friendly Software (PFS)
- Order signs; make up signs for Church doors and Bulletin Boards
- Prepare mail-outs and special programs or bulletins, e.g. Together in Action (TIA) and Tax Receipts
- Provide secretarial duties for the Pastor as requested, including letters, memos and reports, receiving and placing telephone calls, scheduling appointments and processing mail
- Secretary on Pastoral Parish Council, i.e. type correspondence, reports, minutes and agenda
- Liaise with Parish Groups: i.e. Knights of Columbus, Catholic Women's League, Couples for Christ and St. Anthony's School

- Assist with scheduling of events including Weddings, Baptisms and Funerals; communicate with families/relatives regarding appropriate procedures for each service
- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Complete Government Marriage registrations and notices to parishes of all Sacraments.
- Funeral arrangements (the main contact for Funeral Home, Family, Organist, preparation of readings, etc.)
- Support Sacramental Preparation Programs including First Reconciliation, First Eucharist, Confirmation, and RCIA
- Prepare Sacramental certificates
- Develop/maintain Sacramental record keeping system in parish registers and Parish Friendly software (PFS). Record Weddings, Funerals, First Holy Communions and Confirmations; respond to requests for information. Review and prepare annual Pastoral Report for the Pastor and Diocese
- Issue Mass Cards and take requests for Mass Intentions
- Prepare weekly Prayer of the Faithful
- Prepare weekly Mass announcements
- Assure weekly bulletin is prepared and produced: gather and edit content, prepare inserts and layout of the bulletin, and complete the bulletin for printing
- Maintain bulletin boards
- Maintain and update parish website weekly or as required
- Police Volunteer Screening Coordinator (Model Code of Conduct, VSPIC); make sure there is complete compliance with Police Information Check, request VSPIC where needed, update Parish Friendly, liaise with Catholic Pastoral Centre
- Support Armatus online learning as needed
- Other duties as assigned

QUALIFICATIONS

- Post-secondary education (i.e. certificate or diploma in office administration or administrative assistant) or similar equivalency
- Intermediate to advanced proficiency in MS Office products, e.g. Word, Excel, PowerPoint
- Attention to detail
- Excellent customer service

HOURS OF WORK

Monday-Thursday: 9:00 am – 3:00 pm; 1hour unpaid lunch

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

TO APPLY

Documents required as part of the application process include:

- A completed application form
 - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca

Or, mailed to: Human Resources (120 17th Avenue SW, Calgary, AB, T2S 2T2)

Applications will be accepted until **4 pm on Thursday, March 19th, 2020**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.