



Employment Opportunity

PARISH SECRETARY

St. Clement Parish

409 Markland Drive Etobicoke, ON M9C 1S5

Modified full time (20 hours per week)

Replacement Position

Target Hiring Salary: \$22 – \$24 per hour

Overview:

St. Clement Parish is seeking a modified full time Parish Secretary to work collaboratively with pastor, other parish staff and parish volunteers to provide a welcoming environment to those who visit or contact our parish community, as well as being responsible for all administrative and confidential functions relating to the parish office.

Responsibilities:

- Reception, telephone, and all correspondence including e-mail
- Maintain parish/ministry schedule and all parish filing systems
- Maintain sacramental registers and issue certificates as required
- Assist with content preparation for, and timely publication of bulletin, website, social media, and other communication vehicles
- Co-ordination of Parish Volunteer Screening
- Perform other duties as assigned by the pastor

General Requirements:

- College or university education or equivalent related experience
- Three to five years' experience in office administration
- An understanding of Roman Catholic faith traditions and sacramental life
- Strong service orientation with a clear sense of hospitality
- Demonstrated ability to work in a team environment, yet also able to work independently, prioritize, organize, and multitask
- Excellent interpersonal and customer service skills
- Proficiency in Microsoft Office, Excel, Word, Outlook
- 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 vacation days per year
- 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
- 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. Timothy K. Hanley** at **thanley@archtoronto.org**. Deadline for receipt of applications is **January 13, 2025**. 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.