

Employment Opportunity

OFFICE ASSISTANT

St. Jerome's Parish

8530 Chinguacousy Road Brampton, ON L6Y 5G4

Part time (25 hours per week)

New Position

Target Hiring Salary: \$20 per hour

Overview:

St. Jerome's Parish is seeking a part time Office Assistant, who provides support to the Pastor and senior staff, to assist with sacramental preparations and is responsible for managing the parish website and social media outlets. The part-time Office Assistant will work evenings and weekends.

Responsibilities:

- Manage enquiries (in person, phone and email) in a welcoming, professional, and courteous manner
- Schedule appointments for the Pastor and the Associate Pastor when needed
- Schedule, record, and manage the payment of Mass intentions
- Prepare the weekly Mass intentions
- Prepare and setup of documents for weekday and weekend masses
- Data entry for Sunday collections using the DRM Parish software
- Lay out the weekly bulletin for Pastor's approval and submit to publisher on a timely basis
- Work with Pastor to prepare the Sunday Mass binder for announcements and Prayers of the Faithful
- Assist in preparing and scheduling the annual distribution of donation envelope boxes
- Prepare and update communications on parish programs and events through the parish website and social media outlets
- Assist the Volunteer Screening Coordinator, manage and maintain the parish Volunteer Screening database of all parish volunteers
- Complete special projects assigned by the Pastors and Office Manager
- Other duties, as required

General Requirements:

- Minimum 2 years working experience in an office environment; experience in a parish is an asset
- Excellent oral and written communication skills in English
- Highly organized with the ability to multitask in a fast-paced environment and meet deadlines
- Exceptional attention to detail and accuracy
- Strong analytical abilities
- Working under pressure with multiple, competing priorities
- Proficient in Microsoft Office, Outlook, Word, Excel, and Publisher
- Knowledge of DRM Parish software
- Good knowledge of social media, website management and computer graphics
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. James Cherickal** at **jcherickal@archtoronto.org**. Deadline for receipt of applications is **February 25, 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.