



Employment Opportunity

PARISH SECRETARY

St. Philip Neri Parish

2100 Jane Street Toronto, ON M3M 1A1

Full time (35 hours per week)

Replacement Position

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

Overview:

St. Philip Neri Parish is seeking a full time Parish Secretary to provide a full range of secretarial and related office services for the pastor, associate pastor, members of the parish, and/or various other committees and boards. Being the initial window to the parish, it is crucial that the Parish Secretary have a welcoming and cheerful disposition.

Responsibilities:

- Guarantee the efficient running of the front office.
- Handle reception duties by courteously greeting visitors and walk-in traffic, respond to questions and relay information.
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising great respect for discretion and confidentiality.
- Provide assistance to persons in need that come to the parish by referring them to St. Vincent de Paul Society.
- Handle requests for sacramental certificates and maintain records of Mass intentions along with a reconciliation of related Mass stipends; ensure sufficient inventory of Mass cards.
- Register new parishioners in timely manner and ensure that membership records/donation envelope system, etc. are updated on regular basis.
- Establish office record keeping and filing systems and maintain the parish archives in accordance with Archdiocesan policies and procedures.
- Attend committee meetings as requested.
- Coordinate parish major events and major liturgical celebrations in the Church.
- Schedule parish facilities. Develops and maintains a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinates the use of keys for facilities.
- Maintain petty cash fund and records and prepares deposits.
- Oversee the timely opening and secure closing of the office each day.
- At the end of the day, ensure that all machines are off, answering service is on, windows and doors are locked, and all appropriate lights and heat are off.
- Monitor and order office and liturgical/sacramental program supplies. Oversee the maintenance contracts for the various office machines.
- Prepare and produce the weekly bulletin for publisher and upload to the parish website.
- Ensure parish website is up-to-date – Christmas and Easter schedule.

- Use DRM Parish Tools program to maintain the parish offering envelope system and Pre-Authorized Giving system, update data on a regular basis, review the input of contributions on a weekly basis (including monthly PAG) and file generated audit reports, close the books and prepare tax receipts for the year.
- On occasion, use accounting software to input invoice and deposit information, complete monthly banking reconciliation, and prepare cheques (payroll and expenses) for signature.
- Assist pastor/associate pastor in coordinating/scheduling of weddings, funerals, and other events. Contact appropriate persons involved, communicates with families/relatives regarding the procedure for these services.
- Record baptism, marriage, funeral as well as those who receive First Eucharist and Confirmation and send marriage and confirmation notification to church of baptism; maintain computerized and parish sacramental registers.
- Perform weekly back-ups of computer system.
- Prepare baptism preparation meetings & baptism schedules.
- Prepare all sacramental preparation packages and sacramental certificates on a timely basis.
- Work with Pastor to prepare the Sunday Mass binder for Prayer of the Faithful and announcements.
- Other duties as required by the Pastor, Associate Pastor or their designate(s).

General Requirements:

- College education and/or equivalent related experience
- Superior verbal and written communication skills and have competent administrative skills
- Fluent in Spanish
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Have an above average knowledge in the use of technology
- Proficient in Microsoft Office, Outlook, Word, Excel and Publisher
- Have a formation/training background suited for the work required in this position or be fully prepared to be formed/trained/guided as such
- Strong interpersonal skills
- Demonstrate ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems
- Able to compose correspondence, minutes and/or reports
- Able to represent the parish to those who call, write or visit
- Able to honor and maintain confidentiality
- Work independently but also update and collaborate with the pastor
- 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:

- 3 weeks of annual vacation upon hire

- 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 after 3 months with a 1%, 2% or 5% contribution match
- 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. Flavian Gondos** at fgondos@archtoronto.org. Deadline for receipt of applications is **Until the position is filled**. 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.