

**Parish Administrative Assistant
Stella Maris Parish
Archdiocese of Halifax-Yarmouth
Job Description**

Title: Parish Administrative Assistant

Accountability: The Parish Administrative Assistant reports directly to the Parish Operations Manager

Summary

The position of Parish Administrative Assistant at Stella Maris Parish is the front-end representation of our parish community, which strives to be a community of Christian faith, hope and love. As such, friendliness, compassion and organization are vital skills that are expected. The Parish Administrative Assistant will be supported by the Parish Operations Manager and the Pastor's Assistant. Empathy and discretion are important as this role is privy to confidential or personal information regarding staff and parishioners

Main Duties and Responsibilities

Communication:

- Greet and welcome visitors in a positive, courteous and helpful manner
- Monitor and respond to email requests sent to the parish general email accounts
- Respond to phone calls and keep a phone log, actioning as much as possible
- Update the parish website as required, including the online parish calendar
- Administer the Mass Intentions process, stock and prepare mass cards
- Prepare, print, post and send the weekly bulletin and mass announcements (which includes monitoring of diocesan news for content)
- Administer our MailChimp account used for large volume communications
- Provide administrative support to the Parish Leadership Team

Administration:

- Order and receive office supplies
- Collect and distribute mail
- Ensure functioning of office equipment (photocopier, printer, telephone)

- Develop and maintain a volunteer team to assist and provide routine administrative support

Parish Records:

- Maintain the parish directory using Parish Friendly software, keep the directory up-to-date as well as data entry of donations for tax receipt purposes
- Maintain the records for Baptism, First Communion, Confirmation, Marriage, Funeral and Death; prepare all certificates and respond to requests for information and certificates
- Maintain and keep all sacramental record books up to date
- Compile the yearly statistics report for the Archdiocese
- Record keeping and administration for all cemeteries which includes the columbarium

Key Competencies

- High degree of accuracy and attention to detail
- Critical thinking and problem-solving skills
- Strong work ethic with a “can do” attitude
- Planning and organizing
- Strong communication skills
- Teamwork
- Adaptability and flexibility

Qualifications

- Grade 12 plus completion of an office administration or secretarial diploma or certification
- Minimum 5 years experience in a secretarial/front office role
- Active participation in a Christian faith community with experience as a volunteer in that community
- Demonstrated above average written and oral communication skills with the ability to maintain a high degree of confidentiality
- Strong organizational and planning skills and the ability to prioritize and work well in a multi-task environment and as part of a team with the ability to shift smoothly between and among different initiatives
- Able to demonstrate experience working with different communication media (ie. MailChimp, phone system, office suite software programs, website editing/publishing, social media posting)
- Creative in solving problems

Note: Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, many times, higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church. It will be expected that the person who fills this position will be a regular participant in the liturgical rhythm and life of the parish.

Responsible Ministry: The person who fills this position is required to consent to a Police Record Check, Vulnerable Sector Check, and to sign an agreement to abide by the Responsible Ministry protocols of the Archdiocese of Halifax-Yarmouth.

To apply:

Please email a cover letter and résumé outlining your qualifications and experience and why this position appeals to you to operations@stellamarishalifax.com with Parish Administrative Assistant in the subject line. We thank all applicants for the interest, however, only those selected for an interview will be contacted.

Deadline for applications: April 29, 2024

