



Archdiocese
of Toronto

Catholic Pastoral Centre
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Employment Opportunity
Parish Secretary/Receptionist
St. Ignatius Loyola Parish
2300 Burnhamthorpe Rd. West, Mississauga L5L 3T6
Regular Full-Time (35 hours)

Overview:

St. Ignatius Loyola Parish is seeking a full-time Parish Secretary/Receptionist 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
- Record weekly donations and update parish database for donations, pre-authorized giving and parishioner information
- Assist with content preparation for, and timely publication of, website, social media, and other communication vehicles
- Co-ordination of Parish Volunteer Screening
- Perform other duties as assigned by the pastor

General Requirements of the position:

- An understanding of Roman Catholic faith traditions and sacramental life
- College or university education or equivalent related experience
- Three to five years' experience in office administration.
- 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
- A criminal record 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. Timothy K. Hanley, Pastor at thanley@archtoronto.org . Deadline for receipt of applications is Friday November 19, 2021 . We thank all applicants, however, only respondents 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.