

Parish Office Administrator
Our Lady of the Miraculous Medal Catholic Church
Part-time permanent

Our Lady of the Miraculous Medal Catholic Church is a small and vibrant parish located in the heart of Russell, Ontario. We are searching for a new **Parish Office Administrator** to join the team. In addition to being the primary point of contact for prospective and current parishioners, the Parish Office Administrator plays a key role in the efficient functioning of the parish through record keeping, scheduling, volunteer coordination, and various administrative tasks. The Parish Office Administrator works closely with the Pastor to ensure that the needs of the parishioners are met in a thoughtful and compassionate manner.

Please refer to the full job description below for further details.

Requirements

- Completion of high school or equivalent program of studies
- Knowledge of and experience in client service and office administration
- Must be able to work in, and be sensitive to, a religious environment
- Caring, compassionate and flexible disposition
- Discretion and sound judgment.
- Strong interpersonal and communication skills are required to exchange and clarify information, and to understand and respond using tact, diplomacy and discretion when dealing with the public, Pastor and parishioners
- Writing skills are required to prepare correspondence and parish bulletins
- Strong administrative skills, including computer literacy (Word, Excel), filing and other record-keeping
- Experience updating social media (i.e. Facebook)
- Skills in financial administration (i.e. handling of regular expenses, preparation of cheques for services provided, etc.)
- Reliable, good timekeeper, ability to use own initiative to complete necessary tasks
- Strong problem solving skills and ability to work independently or as part of a team
- Excellent communication and literacy skills in English are required. Bilingualism is an asset but not essential
- Certification in CPR and First Aid
- Current Police Record Check
- Preference will be given to Roman Catholic applicants.

Hours and Compensation

- Part time position, 16hrs/week with extra hours required around Christmas and Easter
- Hourly wage: \$17-\$20 per hour, to be determined based on successful candidates experience and qualifications

Start date: November 22nd 2021

A period of **2 weeks** has been allotted for paid training under the supervision of the current Parish Administrator prior to her retirement.

To apply

Please provide the following by email or in a sealed envelope to the attention of the Pastor:

- A cover letter
- A CV that includes references

To:

Our Lady of the Miraculous Medal Church
% Father Anthony Nwaohiri
17 First Ave.
P.O. Box 328
Russell, Ontario
K4R 1E1

Email to: Anwaohiri@gmail.com

Deadline for applications: October 17th 2021 by 5pm

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Indigenous peoples, and persons with disabilities.

Our Lady of the Miraculous Medal is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, we will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment and selection process, please notify us upon scheduling your interview.

Only applicants selected for an interview will be contacted. Thank you for your interest.

Parish Office Administrator Job Description

Organization: Our Lady of the Miraculous Medal Catholic Church

Reports to: Parish Priest - Fr Anthony Nwaohiri

JOB SUMMARY

The Parish Office Administrator is an integral member of the OLMM team. In addition to being the primary point of contact for prospective and current parishioners, the Parish Office Administrator plays a key role in the efficient functioning of the parish through record keeping, scheduling, volunteer coordination, and various administrative tasks. The Parish Office Administrator works closely with the Pastor to ensure that the needs of the parishioners are met in a thoughtful and compassionate manner.

RESPONSIBILITIES

The Parish Office Administrator performs duties that fall into the following categories:

- Pastor support
- Parishioner support
- Volunteer coordination
- Records Management and Scheduling
- Office Administration
- Financial Administration

1. Pastor support

- 1.1. Assists clergy with administrative needs such as relaying phone messages, filing and preparing standard letters (new baptism certificates, baptism permission, wedding permission)

2. Parishioner support

- 2.1. Greet the public and respond to inquiries (walk-ins, telephone, email)
- 2.2. Provide general information about OLMM to prospective and current parishioners
- 2.3. Receive mass reservations and assign seating as per health and safety guidelines
- 2.4. Receive Mass intention requests and schedule masses accordingly, inform parishioner of the assigned date for their intention
- 2.5. Liaise between church and parish schools

3. Volunteer coordination

- 3.1. Maintain regular communication with the leaders of various volunteer groups within the parish
- 3.2. Ensure that all essential volunteer positions are filled and tasks covered

4. Records Management and Scheduling

- 4.1. Receive and file all registration forms and documentation submitted by and pertaining to parishioners and parishioner activities (i.e. sacraments)
- 4.2. Schedule sacraments, including baptism, first communion, confirmation, weddings, and funerals
- 4.3. Manage the schedule for the use of the church space for various services and by various volunteer groups

5. Office Administration

- 5.1. Monitor, order, purchase, and receive supplies and equipment, including but not limited to toiletries, cleaning supplies, offices supplies, liturgical supplies
- 5.2. Order and administer annual parishioner donation envelopes
- 5.3. Prepare and arrange for printing of weekly parish bulletin
- 5.4. Prepare weekly Prayers of the Faithful
- 5.5. Prepare and administer monthly mass intention schedule including monthly stipend to priest
- 5.6. Keep parish website and social media pages up to date

6. Financial Administration

- 6.1. Handle financial transactions in accordance with OLMM policy
- 6.2. Administer and report petty cash.
- 6.3. Keep monthly recording of all e-transfers for the bookkeeper
- 6.4. Prepare all invoices and cheque requisitions for the accountant, ensure the Pastor has authorized all invoices and requisitions
- 6.5. Arrange for cheques to be signed by the appropriate party
- 6.6. Issue year end tax receipts

COMPETENCIES AND SKILLS

- Completion of high school or equivalent program of studies
- Demonstrate knowledge of and experience in client service and administration (office and financial)
- Understanding and commitment to OLMM's mission
- Must be able to work in, and be sensitive to, a religious environment
- Caring, compassionate and flexible in working styles
- Discretion and sound judgment.
- Strong interpersonal and communication skills are required to exchange and clarify information, and to understand and respond using tact, diplomacy and discretion when dealing with the public, Pastor and parishioners
- Writing skills are required to prepare correspondence and parish bulletins
- Strong administrative skills, including computer literacy (Word, Excel), filing and other record-keeping
- Experience updating social media (i.e. Facebook)
- Skills in financial administration (i.e. handling of regular expenses, preparation of cheques for services provided, etc.)

- Reliable, good timekeeper, ability to use own initiative to complete necessary tasks
- Strong problem solving skills and ability to work independently or as part of a team
- Excellent communication and literacy skills in English. Bilingualism is an asset but not required

EDUCATION, TRAINING, EXPERIENCE

- Completion of high school or equivalent program of studies
- Computer literacy (Word, Excel, social media)
- Certification in CPR and First Aid
- Current Police Record Check

TRAINING PROVIDED BY OLMM

- Cleaning protocol
- WHMIS
- AODA

SCHEDULING

- Part time hours, 16hrs/week
- Consistent weekly schedule to be determined in conjunction with the parish priest, Fr. Anthony Nwaohiri
- Parish office hours are currently Tuesday to Friday, 8:30am to 12:30pm