

Executive Assistant to the Pastor

Corpus Christi Parish – Vancouver

Our Vision

Engaged Disciples | Rooted in Tradition | Multiplying Leaders | Evangelical Hospitality

The Opportunity

Corpus Christi Parish is seeking a highly capable **Executive Assistant (EA)** to serve as a key partner to the Pastor. This role is not simply administrative—it is **mission-critical**, enabling the Pastor to focus on priestly ministry, leadership, and advancing the Parish's Ten-Year Vision.

What You Will Do

1. Protect & Optimize the Pastor's Time

- Manage and prioritize the Pastor's calendar.
- Anticipate needs and ensure the Pastor is prepared and focused.

2. Manage Communication on Behalf of the Pastor

- Serve as a primary point of contact for ministry leaders, the school community, and the Archdiocese of Vancouver.
- Draft and manage emails, letters, and key communications.

3. Oversee the Pastor's RCAV & Administrative Responsibilities

- Work with Archdiocesan administration to support the Pastor's role as Episcopal Vicar for Priests.
- Ensure accuracy, timeliness, and confidentiality in all matters.
- Other duties / projects as assigned.

4. Support Presentations, Writing & Messaging

- Assist in shaping clear, mission-aligned messaging for the parish and external audiences, using tools such as PowerPoint.

5. Coordinate Planning, Meetings & Execution

- Prepare agendas, materials, and notes for key meetings.
- Track action items and ensure follow-through.

6. Strengthen Relationships & Hospitality

- Coordinate acknowledgments, invitations, and key touchpoints
- Represent the Pastor with professionalism, warmth, and clarity.

Who You Are

- A practicing Catholic who loves the Church and her mission.
- Highly organized, proactive, and detail-oriented.
- A strong communicator (written and verbal).
- Discreet and trustworthy with confidential matters.
- Comfortable working with diverse people in a dynamic parish environment

Skills & Experience

- Experience supporting senior leadership (preferred)
- Strong proficiency in Microsoft Office (especially PowerPoint) and Google Workspace.
- Excellent planning, multi-tasking, and follow-through ability.

Why This Role Matters

This role directly supports the spiritual and strategic leadership of the parish. By helping the Pastor lead effectively, the EA contributes to the growth of a parish that is forming disciples, raising leaders, and bringing people to Christ.

Position Details

- Full-time (flexible schedule; some evenings/weekends required)
- Based at Corpus Christi Parish in Vancouver.
- Salary is commensurate with experience, with a range of \$65,000 to \$75,000 per annum.

To Apply:

Please submit your resumé and a brief cover letter outlining your faith background and interest in this mission to: catherine@ccparish.ca.