

Corpus Christi Parish
Office Administrator
Full Time Position; Monday through Friday
8:30 am – 4:30 pm

SUMMARY

The Office Administrator is responsible for coordinating all administrative and organizational needs at Corpus Christi Parish, under the direction of the Office Manager. This is a key role. The Office Administrator is at the heart of a growing parish community, as both the 'face' of the parish office and the critical link between our Church, the Parish community, and the school. The Office Administrator is the first point of contact, and thus, needs to have a genuine warmth and hospitable nature.

Reporting to the Office Manager, the Office Administrator works in a team environment and assists with coordinating functions to ensure the smooth running and operation of the Parish Office, to help realize the 10-year vision. This role would suit a multitasker who is self-motivated and extremely organized, especially as we are a small team serving over 1,400 parishioners.

The role combines receptionist and other administrative duties. The list of duties noted below is comprehensive, but the Parish Coordinator may be required to fulfill additional duties depending on the needs of the organization.

Please submit a resume and cover letter by May 28, 2025 with 'Office Administrator' in the subject line, to: Winnie Shiao at winnie@ccparish.ca

Thank you for your interest, but please note that only shortlisted candidates will be contacted.

ESSENTIAL TRAITS

- **Deeply in love with Jesus.** With a heart for the Eucharist and a sacramental life (demonstrated by daily prayer, regular adoration, and frequent reception of Confession), daily living out the vision for our parish and executing all job-related duties out of the overflow of an intimate relationship with Christ.
- **A task-oriented “people” person.** You are a 'doer' that finds a sense of fulfilment in getting tasks done, but you have a natural warmth and tenderness towards people.
- **Extremely organized.** You have exceptional administrative acumen; instinctively knowing how to organize tasks, people, and calendars efficiently.

CORE RESPONSIBILITIES

- Respond to enquiries from parishioners, visitors and suppliers
- Responding to email and telephone inquiries, directing them to the appropriate person
- Providing general administrative support to the Office Manager, Pastor, and Assistant Pastor
- Ordering an inventory of office and church supplies and creating and processing relevant invoices
- Recording Mass intentions and associated documents
- Preparing and recording documents for upcoming events such as weddings, baptisms, and funerals
- Booking of parish facilities for all Parish activities, ministries and users
- Maintaining the parish calendar and bring scheduling conflicts to the attention of the affected parties
- Liaise with Service Providers regarding office equipment and systems that need troubleshooting, installation and repairs, etc.
- Contact prospective service provides for quotes on an as needed basis
- Provides office assistance to volunteers and other office staff as needed
- Maintaining absolute confidentiality
- Meeting Archdiocesan Safe Environment requirements and protocols
- Preparation and maintenance of the procedures associated with the Parish Coordinator position

REQUIRED SKILLS & KNOWLEDGE

- Must carry out all their duties in a professional, courteous, and efficient manner
- Excellent verbal and written communication skills, ensuring clear, effective messaging both within the Parish and with external contacts
- Superior time management, multitasking, and the ability to prioritize tasks with minimal supervision
- Ability to maintain filing systems and basic databases
- Ideally, a minimum of three (3) years' experience and knowledge in office administration management as well as significant experience in general office, record keeping
- Considerable knowledge of the principles and practices governing a Catholic environment and the application of these at the parish level
- Proficiency with computers and software such as Microsoft Suite. inclusive but not limited to Outlook, Word, Excel, PowerPoint, and Publisher, as well as Google Workspace (Calendar, Doc, Spreadsheet, etc.,) and Zoom

HOURS & REMUNERATION

- This is a full-time position; Monday through Friday, from 8:30 a.m. – 4:30 p.m.
- Comprehensive group benefits package along with pension plan
- Salary range (based on experience): \$50,000 - \$65,000