



Position: *Administrative Assistant/Receptionist*

Position Overview

The Administrative Assistant/Receptionist, reporting to the Cathedral Administrator, manages the front office reception area, receives parishioners/visitors on behalf of the Cathedral and assists the entire parish staff in the carrying out of a variety of administrative duties.

Position Summary by 4 Areas of Responsibility

1 - Reception

The Administrative Assistant will manage the front office reception area of the Cathedral of the Holy Family.

Duties Include:

- Answering and directing phone calls/emails
- Sorting and distributing mail
- Faxing, scanning, emailing documents
- Receiving and directing parishioners/visitors
- Assisting day-time renters with requests
- Managing office supplies, printer supplies and service
- Coordinating office volunteers
- Preparing hospitality for meetings

2 - Data Entry & Parish Record Management

The Administrative Assistant will oversee the process of documenting, entering and processing of parish records.

Duties Include:

- Registering families with the parish
- Recording of sacraments and death/burials
- Issuing updated baptismal certificates
- Notifying parishes of sacraments received at the Cathedral of the Holy Family

3 – Printed Material Management

The Administrative Assistant oversees parish printed materials.

Duties Include:

- Creating, formatting, and printing Sunday bulletins; special bulletins; music booklets
- Creating, formatting and issuing weekly e-newsletters and TV slides
- Bulletin board updates and upkeep

4 - Assisting Parish Staff

The Administrative Assistant assists parish staff with a variety of tasks.

Duties Include:

- Creating, formatting, proofreading/editing, printing documents, forms, tickets, posters, signs, etc
- Taking registrations/selling tickets/Mass cards
- Booking meeting rooms
- Managing music copyright licensing
- Coordinating weekday sacristans
- Coordinating and writing blogs and Prayers of the Faithful
- Coordinating Communion to the Sick and Shut Ins
- Stuffing envelopes and organizing mail outs
- Assisting in coordinating staff functions

Working Conditions

- 35 hours per week or 1,820 hour per year
- Monday to Friday 9:00 am to 4:30 pm with half hour lunch break and the possibility of flex-time within regular office hours
- Works in a space open to the public with frequent interruptions
- Remunerated monthly according to the Salary Grids of the Roman Catholic Diocese of Saskatoon

Job Specification

- Secretarial/business college certificate/diploma and/or experience
- Knowledge of the Catholic Church and Faith
- Working knowledge and experience in financial transactions/handling cash
- Working knowledge and experience of office equipment
- Working knowledge and experience with: Microsoft Word, Publisher, Excel, PowerPoint, Parish Data Systems and Joomla, G- Suite, Adolix Split and Merge, Mailchimp, Canva
- Possess strong and well-developed interpersonal and communication skills, both written and verbal
- Ability to exercise sound judgment in decision-making and problem-solving situations
- Takes initiative to develop and maintain collaborative professional working relationships
- Able to maintain confidentiality and share knowledge appropriately and discreetly
- Consistently projects a high standards of professional integrity and proficiency
- Possess effective organizational and time management skills
- Maintain a high level of accuracy and a commitment to a high quality of work
- Must be able to work both independently and as an effective team member, prioritizing workload and assigned tasks