

St. Mary's and the Missions Parish
554 15th Street East
Owen Sound, Ontario
N4K1X3
519-376-0778

Parish Secretary/Receptionist Job Posting

Responsibilities:

This person is responsible for the administration of the Parish Office function and oversees the use of the Parish facilities

Define Role:

Greets visitors, handles phone call and directs inquiries to appropriate individuals, assists in managing appointments for various staff members, completes Sunday Bulletins, records Mass intentions, sacramental registrations and sacramental certificates, manages the parish data base, complete correspondence for staff members, oversees office supplies, and other duties as assigned by the Pastor.

Relationship with Peers:

Works co-operatively with other team members

Knowledge and Skills:

College diploma in business administration or equivalent experience, advanced computer skills, strong organizational skills, solid multi-tasking abilities, 3-5 years of relevant experience, a good understanding of and respect for Catholic doctrine, liturgy, and practice, as determined at the sole discretion of the Parish Pastor.

Personality Attributes:

Strong interpersonal skills, customer service oriented, patient, detail oriented

Work hours:

Tuesday - Friday, 9am-5pm, includes 30 minutes of unpaid lunch break, 30hrs/week

Remuneration: \$19/hour plus benefits (as set by the Diocese of Hamilton)

Interviews:

Successful candidates will be interviewed on Saturday, Nov. 20th, for an interview with the Parish Hiring Committee. Interview questions will be provided ahead of time.

Resumes to be submitted by Wednesday, Nov. 17th, 12noon, in person or by email
stmaryowensound@hamiltondiocese.com