



CHRIST THE REDEEMER PARISH

Administrative Assistant (Full-Time)

Job Description

Christ the Redeemer Parish is seeking a capable and committed person to serve in the role of Administrative Assistant to assist ministries and parishioners in support of the parish vision and mission. As Administrative Assistant, you may be the first face someone sees at the parish. You love to make people feel welcome and aim to meet their needs, wherever they may be on their discipleship journey.

The successful candidate's duties and responsibilities may include:

- Designing, preparing and printing/publishing the Weekly Update (weekly Sunday bulletin);
- Providing administrative support to various parish ministries;
- Managing parish facilities including coordinating regular maintenance and scheduling bookings for internal and external users;
- Working with parish ministries to manage hospitality and catering for events and programs;
- Record and process monthly expenses;
- Greeting visitors, answering telephone calls, responding to voicemails;
- Coordinating/managing external communication tools effectively while maintaining set parish branding standards for digital content (incl. email, Flocknote digital communications system, parish website, social media) and print materials (incl. handouts, posters, signs, etc);
- Performing additional duties as assigned.

Position Requirements:

- Understanding of and willingness to support the mission of the Catholic Church;
- Knowing and adhering to Archdiocesan/parish policies and practices, including completion of Safe Environment screening;
- Proficient in Microsoft Office Suite, particularly Outlook, Word, and Excel;
- Experience and knowledge in an office working environment or administration management an asset;
- Maintain absolute confidentiality and discretion;
- Simple project management, capacity to work independently with limited supervision, and ability to multi-task;
- Basic familiarity with Google Drive and website editing (Wix) are an asset.

Working Environment:

- Opportunity to work as part of a committed team of disciples in a faith-based environment.
- Working hours are 9 a.m. to 5 p.m., Monday to Friday, with occasional scheduled evenings and weekends (negotiable).
- Competitive salary and excellent benefits package available.

Please submit a résumé and a cover letter by November 25, 2022, with "CTR AA" in the subject line to:

Msgr. Gregory N. Smith, Pastor
Christ the Redeemer Parish
Email: office@ctrwestvan.ca

Thank you for your interest. Only shortlisted candidates will be contacted.