

Job Description ***Administrative Assistant – Diocesan Administration***

GENERAL STATEMENT

The Administrative Assistant – Diocesan Administration - provides secretarial and administrative support to the Director of Finance and Administration (DFA), the Diocesan Properties Manager (DPM) and, at times, the Vicar General (Moderator of the Curia) (VG), and works in close collaboration with the Archbishop's Office. In addition, the Administrative Assistant provides support and assistance to various sectors of the Diocese, including the Properties Department, liaises with both pastoral sectors, and supports the work of various diocesan councils and committees. In carrying out these duties, this person will be expected to deal compassionately with people from every level of the Church, society and industry, frequently dealing with sensitive issues.

SPECIFIC DUTIES

- Provides secretarial and administrative support to the DFA and the DPM
- Greets and receives visitors to the DFA's office, the DPM's office and, at times, the VG's Office
- Serves as the primary point of contact for the DFA's office and the DPM's office; screens calls and responds to requests for information and various inquiries on own initiative, refers mail, email and telephone inquiries to appropriate sector;
- May be called upon, when needed, to provide secretarial assistance to the VG
- Drafts and prepares agendas or invitations, as well as pertinent documents for various councils and committees (including the Diocesan Finance Council, College of Consultors and St. Joseph Ecclesiastical Society Board) for review and approval by the DFA
- Records and transcribes minutes for the Council, College and Board
- Transcribes correspondence and other documents from dictation or notes
- Coordinates all logistical aspects of meetings (reserves meeting rooms, coordinates room set-ups, orders meals when needed, assembles pertinent documents and materials and forwards them to Committee members)
- Drafts, proofreads, edits, translates and prepares internal and external documents, such as letters, memos, charts, etc.
- Replies to various inquiries and disseminates information (verbally and in writing) to parishes, clergy, various organizations, government departments, colleagues and the general public
- Provides support to the DFA and DPM with respect to parish on-site visits (review of accounting and administrative procedures) by scheduling appointments with parishes, preparing necessary correspondence, keeping records of visits and recommendations; ensuring required follow-up is done with parishes
- Provides support to the DPM by drafting correspondence and notices to tenants of Diocesan Centre, Archbishop's Residence, John Paul II Priests' Residence, 101 Parent and 95 Parent dealing with property related issues (e.g. emergency situations, alarm testing, elevator repairs, carpet and window cleaning, etc.)
- Drafts and prepares polling requests to be sent to College of Consultors and/or Diocesan Finance Council; drafts replies to be sent to parishes for DFA's approval and signature
- Updates and maintains various lists and binders (Tenants List, Estate Contacts, Contracts with Suppliers, Chart of Contractors, etc.)

- Researches various issues when requested
- Handles and categorizes incoming/outgoing mail, e-mails and faxes; scans documents; prepares packages to be sent by messenger
- Orders publications and other necessary documents and/or materials, when requested
- Develops and maintains filing and bring forward (BF) systems
- Act as back-up front desk attendant when the substitute front desk attendant is unavailable
- Performs such other responsibilities connected to Diocesan Administration, proposed by and agreed with the DFA

QUALIFICATIONS

- At least 5 years' secretarial or administrative experience at an intermediate level
- Knowledge of the Roman Catholic Church
- Fluent communication skills, both verbal and written, in English and French
- Knowledge of office administration and procedures
- Detail-oriented team player with strong organizational, multi-tasking, problem solving and time management skills
- Tact, discretion, flexibility and diplomacy
- Ability to work in collaboration with others
- Superior typing and dicta-typing skills
- Excellent knowledge of MS Office, particularly Word, Excel, Outlook, and PowerPoint. Knowledge of Adobe Acrobat Professional would be an asset.
- Experience in the non-for-profit sector would be considered an asset
- Recent clear Canadian Criminal Records check or Canadian Federal Government security clearance

Please note that it is a condition of hiring, and of continuing employment, that the employee adopt and maintain a life style and course of conduct that is in conformity with the teachings of the Roman Catholic Church on faith and morals.