

Roman Catholic Parish of Saint Timothy

Parish Administrative Assistant (full-time)

Overview:

Reporting to the Pastor, the Parish Administrative Assistant provides skilled administrative and clerical support to the Pastor and Parish staff. The Administrative Assistant serves as the first point of contact for parishioners and visitors, offering a welcoming presence while maintaining a high level of professionalism and confidentiality. As an integral Parish vocation, the Administrative Assistant is a fully-initiated Roman Catholic active in the faith, of good character, prudent, and ready to help the Pastor in all administrative matters. The Administrative Assistant will normally work during regular Parish office hours but will require working occasional periods outside those hours.

Activities/Responsibilities:

Office/Reception

- Welcome, greet, and refer visitors in person and via telephone in a professional and courteous manner.
- Be pleasant, timely, and pastorally sensitive for all who enter the Parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require the Assistant to be interrupted during administrative tasks to greet and assist people.
- Maintain a neat and welcoming Parish office.
- Oversee the timely opening and secure closing of the office.
- Schedule Parish rooms and oversee proper procedures for their use.
- Schedule appointments, coordinate parish calendars, and support the pastor and parish staff with administrative tasks.
- Assist with arrangements related to liturgical celebrations.
- Generate quarterly ministry schedule and print weekly ministry sign-in sheets.
- Receive and record Mass intentions.
- Prepare wedding, funeral, confirmation and baptism registers and certificates.
- Prepare all written and electronic correspondence.
- Handle all incoming mail and respond to mail as necessary.
- Oversee the counting of weekly donations.
- Support Parish ministries by providing clerical assistance as needed.
- Perform other duties as assigned by the Pastor.

Parish Bulletin (weekly)

- Gather announcement requests and confer with Pastor for possible inclusion.
- Arrange announcements including Mass intentions and the newly baptized.
- Print/email bulletin and upload to Parish website.

Knowledge, Skills and Abilities

- Strong verbal and written communication skills to professionally communicate and represent the Parish of St. Timothy to those who call, email, write, or visit.
- General administrative and clerical experience.
- Ability to use standard office equipment.
- A "can do" attitude, ability to see when something needs to be done and able to show initiative and proactively address areas of concern.

- Ability to honour and maintain discretion and strict confidentiality.
- Ability to self-start, multi-task and prioritize projects.
- Ability to work independently without supervision.
- Ability to communicate effectively with a community of diverse parishioners is essential.
- Ability to carry out detailed written and/or oral instructions.

Qualifications and Requirements

- Must be fully-initiated and practicing Roman Catholic. A letter of reference from the Parish Pastor will be required.
- High School Diploma or equivalent. Post-secondary education is preferred (e.g. administrative assistant program).
- Minimum two years of work experience in an office setting as an administrative assistant preferred.
- Demonstrated effective verbal and written communication skills.
- Proficiency in MS Office and other business communication software for record-keeping, data-entry, and managing tasks.

Applications due **November 4, 2025**

Send Resume and Cover Letter to Fr. Brian Trueman, Pastor of St. Timothy: fr.brian@st-timothy.ca

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