

# Director of Operations

## St. Mary's Parish, Catholic Church

### OUR MISSION

*"To worship God, proclaim the gospel of Jesus Christ, lead others into relationship with him, and grow together as his disciples"*

<b>Posted:</b>	May 5, 2018	<b>Terms:</b>	Part-Time
<b>Expires:</b>	June 1, 2018	<b>Experience:</b>	5+ years
<b>Location:</b>	Ottawa, ON	<b>Education:</b>	Minimum Secondary School Diploma; preferred Undergraduate Degree or equivalent, as established by the hiring committee
<b>Category:</b>	Management	<b>Stipend:</b>	\$1k monthly

### NOTICE FOR JOB SEEKERS

1. Preference for appointment will be given to existing members of St. Mary's Church who are fully qualified for the position and in good standing as a church member.
2. Candidates must meet ALL Essential Requirements in order to be considered for the position.
3. Please ensure that your resume clearly demonstrates how you meet the essential requirements.
4. A cover letter highlighting how you fit the needs of this position/role should not exceed 3-pages in length (less is more!).

### What we need:

St. Mary's Parish is seeking a talented Catholic professional to fill the position of Director of Operations. You will oversee the temporal affairs of the parish (including facility, financial, IT and administrative) and work with parish members and staff to achieve the mission objectives of the parish. Do you feel the call to serve, to utilize your spiritual gifts, to glorify God through service to building His church and community, to contribute to the mission of our Parish? If you said yes to any of these, please consider applying for this position. This is the perfect time to give God permission to work through you to further His mighty.

The position is a part-time (approximately 12-15 hours per week), variable work schedule, includes some evening and weekend work, management-level, and requires a committed Catholic willing to bring best financial and management practices and principles to serve the mission of the Parish. If you are looking to put your gifts at the service of the Church, please consider applying for this position.

#### Essential Job Requirements:

- Ability to deal effectively with staff members, parishioners and public.
- Excellent verbal and written communication skills.
- Resourceful and highly organized, able to work autonomously, and ability to prioritize.
- Ability to investigate, research and analyze data and make sound decisions based on facts.
- Knowledge of computer systems, including: word processing, spread sheets, communication software.
- Respect confidential information of a written or spoken nature.

#### Essential Individual Requirements:

In order to be considered for selection and in addition to the specific essential job requirements, the candidate to be selected must:

- Be a Regular member and contributor of St. Mary's parish (or become one).
- Understand and support the philosophy of the Companions of the Cross.

- Understand and support the vision of the parish.

**Assets:**

- Experience as a parish administrator in a Catholic Church.
- Bilingual, fluent in both French and English.

**Job duties include:**

- Financial leadership: Oversight of the finances, operations, employees and contractors of a parish.
- Management of staff: Hiring as required, manager/administrative staff for all lay clerical and ministerial staff. Hold staff to results, performance reviews. Work especially with the pastor to set expectations for ministry professionals and volunteers as required.
- Direct operations: Be able to execute the plan for the parish in the areas of communications, logistics, events, and building management, participate in key planning, management, and council meetings as required.

The responsibilities listed above are representative of the job and are not all-inclusive. A more complete job description can be requested via email, but due to space limitations was condensed for this posting.

**Compensation & Benefits:**

Salary: \$1,000 per month

Hours of work: approximately 12-15 per week

Vacation: 4 weeks per year

**About the Employer & How To Apply:**

As part of the Archdiocese of Ottawa, St. Mary's parish is under the direction of Pastor: Rev. Sean Wenger and is located in the heart of Ottawa at 100 Young Street. To find out more about our mission and community please visit: <http://stmarysottawa.ca/>.

**Applications:**

Interested candidates should send their resume and a brief cover letter (max 3 pages), to the chair of the Finance Committee, Mr. Frank Barrett at: [finance.council@stmarysottawa.ca](mailto:finance.council@stmarysottawa.ca)

Or by mail to:

St. Mary's Parish  
Attention: Mr. Frank Barrett, Chair, Finance Council  
100 Young St, Ottawa, ON K1Y 3P7

Interviews will be conducted after all applications have been screened. At the discretion of the hiring committee, applications received after the 1 June deadline may be screened out.

**DEADLINE for APPLICATIONS is: 6:00 p.m., Friday, 1 June 2018.**