

Office Manager

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"

Posted:	May 26 , 2018	Terms:	Full-Time
Expires:	June 22, 2018	Experience:	3+ years
Location:	Ottawa, ON	Education:	Minimum Secondary School Diploma; preferred Undergraduate Degree or equivalent, as established by the hiring committee
Category:	Administration	Salary:	\$38,000-\$42,000

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 Office manager. The Office Manager is a support staff position responsible for overseeing the general operating activities that lead to a well-functioning office. The position reports to the Director of Operations and is responsible for managing the temporal affairs of the parish (including administrative, financial and supportive communications) working with parish members and staff to achieve 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 works.

The position is a full-time work schedule and requires a committed Catholic willing to bring best office administrative, financial management, attention to detail, and support to volunteer activities, 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:

- Knowledge of computer systems, including: word processing, spread sheets, publishing program, communication software, membership software, database and accounting software.
- Excellent verbal and written communication skills.
- Ability to deal effectively with staff members, parishioners and public.
- 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.
- 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 an office manager in a Catholic Church.
- Bilingual, fluent in both French and English.

Job duties include:

- Office administration: mass schedule, mass intentions, parish calendar (google calendar), email addresses, facility rental, first point of contact, attend staff meetings, baptism, wedding, and funeral admin, registry updates, sacrament records requests, Mass attendance statistics, key registry, maintain phone system, Diocesan Data Management System (DDMS), registration of new parishioners, ministry support, supplies purchasing & management, archive files annually, create periodicals and weekly bulletin, prepare weekly general intentions and pulpit announcements, manage presenter schedule, parking lot business
- Financial leadership: bookkeeping, invoices, payroll tasks, financial data for bulletin, annual financial report and budget, yearend accounting requirements, Pre-Authorised Debit (PAD), envelopes system, tax receipts, attend finance council meetings, maintain documentation/papers to CRA standards
- Supervisory: train and oversee volunteers in their duties.

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: \$38,000-\$42,000

Hours of work: 37.5 hours per week including some weekend work

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 Please ensure that you indicate the position that you are applying for, "Office Manager", clearly on your documents.

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 deadline may be screened out.

DEADLINE for APPLICATIONS is: 6:00 p.m., Friday, 22 June 2018.