



## **ST. JOSEPH'S PARISH**

535 8<sup>th</sup> Street East  
Saskatoon, Sask., S7H 0P9  
[www.stjosephsaskatoon.ca](http://www.stjosephsaskatoon.ca)

---

## **EMPLOYMENT OPPORTUNITY**

**St. Joseph's Parish, Saskatoon is seeking part-time position of Administrative Assistant. Applications should be sent/mailed to Fr. Hoang Nguyen 535 – 8<sup>th</sup> Street, Saskatoon, SK., S7H 0P9 or via email [nguyenhoang25502@gmail.com](mailto:nguyenhoang25502@gmail.com). Applications will continue to be accepted until the position is filled by July 31, 2025.**

### **ADMINISTRATIVE ASSISTANT**

#### **Position Overview**

The Administrative Assistant, reporting to the Pastor, manages the front office reception area, receives parishioners/visitors on behalf of St Joseph's Parish and assists the entire parish staffs in the carrying out of administrative duties

#### **Position Summary by 4 Areas of Responsibility**

##### **1 - Reception**

The Administrative Assistant will manage the front office reception area.

##### **Duties Include:**

- Answering and directing phone calls/emails
- Answer the door
- Sorting and distributing mail
- Ordering office and church supplies
- Manage keys (arrange to have keys cut, handle sign out and returns)
- Receiving and directing parishioners/visitors
- Assisting day-time renters with requests
- Send out application forms for hall bookings
- Arrange to meet renters to give Hall Key and collect balance of rent and damage deposit event
- Ensure hall is clean after each event

##### **2 - Data Entry & Parish Record Management**

The Administrative Assistant will oversee the process of documenting, entering and processing of parish records.

**Duties Include:**

- Registering families with the parish
- Registering families for sacramental preparation programs
- Recording of sacraments and death/burials
- Issuing updated baptismal certificates
- Type and update Marriage Records (license, registration, certificates)
- Deliver Yearly Sacramental information to Diocese
- Preparing Annual Diocese Pastoral Report
- Maintaining office files

**3 - External Communication Management**

The Administrative Assistant oversees weekly print and web communications.

**Duties Include:**

- Creating, formatting, and printing Sunday bulletins
- Creating, formatting and issuing weekly e-newsletters (if needed)
- Updating and maintaining parish website (if required)
- Arrange for the copier or computer to be serviced
- Typing bulletin, brochures, posters and any preparation of printing to be used in the parishes.
- Overseeing and maintaining the parishes calendar of events
- Preparation of all material for PPC's meetings.
- Typing and distributing annual report from Pastoral Council for the Parish Annual General Meeting.
- Contacting volunteers to confirm upcoming commitments

**4 - Assisting Parish Staff**

The Administrative Assistant assists parish staff with administrative tasks.

**Duties Include:**

- Proofreading/editing documents
- Taking registrations/selling tickets/fundraising/ Mass cards
- Stuffing envelopes and organizing mail outs
- Ensure all equipment is maintained in good working order.

**Working Conditions**

- Part-time position of 21 hours per week.
- Monday, Wednesday and Friday 9:00am to 4:00 pm with the possibility of flex-time within regular office hours

- Remunerated monthly according to the Administrative Assistant Grid of the Roman Catholic Diocese of Saskatoon

### **Qualifications & Job Specification**

- Confirmed practicing Roman Catholic in good standing with the Church with a thorough understanding of the Catholic faith and practices and possessing an appreciation for the broader diocesan and universal church.
- Secretarial/business college certificate/diploma and/or experience
- Ability to be discreet with sensitive information and to maintain confidentiality
- Working knowledge and experience in office equipment
- Working knowledge of: Microsoft Word, Publisher, Excel, PowerPoint, Parish Data Systems, Parish Friendly Solutions.