

Employment Opportunity

ADMINISTRATIVE ASSISTANT, SPIRITUAL AFFAIRS

Office of Spiritual Affairs

1155 Yonge Street, Toronto ON M4T 1W2

Full time, 22-month maternity leave contract (35 hours per week)

Overview:

The Office of Spiritual Affairs is seeking a full time, temporary administrative assistant to provide administrative support to the Chancellor of Spiritual Affairs regarding sacramental, canonical and Archdiocesan-related policies, procedures and other issues when they arise.

Responsibilities:

- Process permissions and dispensations for approval
- Maintain and enter records of rescripts granted
- Prepare correspondence
- Follow-up with parishes and / or diocese regarding on-going cases
- Assist with enquires regarding sacraments and sacramentals, policies and procedures.
- Assist with planning, implementation and analysis of surveys
- Ensure personal knowledge (and cross-training as needed) of other key roles in the department
- Sort, process and distribute mail to individuals in the office
- Aid in the greeting and reception of guests
- Other duties, as required

General Requirements:

- Two year college degree in Office Operations/Administration or equivalent
- One to three years relevant experience
- Experience in customer service field or equivalent experience is an asset
- Experience and ability to operate in a highly confidential environment
- Excellent computer skills including Microsoft Office suite
- General understanding of Canon Law and diocesan guidelines which govern sacramental matters with an emphasis on those regarding matrimony
- Excellent interpersonal, oral and written communication skills
- Ability to work independently or in a team setting
- Knowledge of a second language is an asset
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2019-18** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **September 18, 2019**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.