

# **JOB POSTING** *for* Receptionist St. James, Okotoks (Weekends)

## REPORTS TO

Pastor

## OVERVIEW

On the week-ends, the Receptionist is responsible for managing the Hospitality Desk before and after each mass. They are expected to attend to parishioner inquiries during this time and provide basic reception support.

## RESPONSIBILITIES

- Answer the phone in a professional and courteous manner
- Receive visitors and respond to their request or refer them to the appropriate person or place
- Photocopy and fax as required
- Update and enter data into Parish Friendly when required
- Ensure documents are filed appropriately
- Assist in the preparation, assemble and organizing of mail-outs for Christmas, Easter, Together in Action Appeal and other mail outs
- Unpack, alpha sort, label and assemble Church donation envelopes for pickup by parishioners
- Put away any supplies needed for the Hospitality Desk
- Stock and maintain the Hospitality Desk and Bulletin Board
- Help ministry coordinators and other volunteers with photocopying, emailing, and mail-outs as required
- Assist priests and office staff with office work if requested
- Assist parishioners with copies of Sacramental records via phone, email or fax
- Receive and schedule requests for facility bookings
- Refill and maintain pamphlets in the Narthex pamphlet rack, Care Note rack, washrooms and refill donation envelopes in the church pews
- Assist the Sacrament Preparation Coordinator by booking Baptisms, distributing sacramental materials, registering applicants for Baptism Preparation, First Communion, Reconciliation and Confirmation

## QUALIFICATIONS

- Completion of a High School Diploma with a Diploma or Certificate in Administration an asset
- Minimum one years' experience in a similar role
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (MS Office)
- Knowledge of customer service principles and practices
- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to work independently and as a member of a team
- Familiarity with the Diocese
- Displays a high level of energy and positive attitude towards their work

## PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 20 lbs/9 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

## HOURS OF WORK

Saturday and Sunday – 3 hours/day; ability to work around scheduled mass times to meet the needs of the parish

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## KEY RELATIONSHIPS

- Parish Pastor and other clergy, parish staff, Parishioners, vendors, Pastoral Centre staff

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **4:00 pm on Wednesday, October 6, 2021**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.