



Role Description

Erie Tri-County Catholic Family of Parishes Administrative Assistant (37.5 hours)

The Erie Tri-County Catholic Family of Parishes is seeking a Full Time Administrative Assistant to begin September 7th, 2021. The Erie Tri-County Catholic Family of Parishes is a newly formed Catholic Family of Parishes in accordance to the new model of ministry and pastoral service as established by the leadership of the Diocese of London. The Family of Parishes are to focus on the formation of Intentional Disciples through the development and fostering of a personal relationship to Jesus Christ for our parishioners and for all to whom we are to evangelize the Gospel. All roles in the Family of Parishes are to work and serve in fulfilling the vision and mission of parishes centered on discipleship. Therefore, as much as this may be an administrative role, the effort and work must always center on the aforementioned vision and mission for this Family of Parishes and the Diocese of London.

Role Summary

The Administrative Assistant will work for the Erie Tri-County Catholic Family of Parishes. The Family of Parishes is understood to be “one Family” with multiple church sites.

The Erie Tri-County Catholic Family of Parishes has a primary office location, at St. Mary’s Tillsonburg, and a secondary office location at Sacred Heart, Langton.

Hours of operation for the Administrative Assistant role for these offices are as follows:

St. Mary’s—Monday, Tuesday, Wednesday and Friday
(8:30 am-12:00 pm and 12:30- 4:30 pm) each week.

Sacred Heart—Thursday (8:30 am-12:00 pm and 12:30-4:30 pm) each week.

Rate of Pay

The rate of pay, benefits, and vacation, is in accordance with the remuneration policy of the Diocese of London. Rate of pay to be determined by experience and education background.

Duties & Responsibilities for Administration (Monday, Tuesday Wednesday, Thursday, Friday)

- Provide clerical support to the Pastoral Team, Custodians and Business Administrator;
- Respond to inquiries, redirect calls and schedule appointments;
- Assist in Planning of Funerals for Erie Tri-County Catholic Family of Parishes, including recording and filing clergy records, maintaining names of deceased for All Souls Day for St. Mary’s and Cemetery Sunday for Sacred Heart;

- Assist in the Opening and Closing/Sale of Plots for Sacred Heart Cemetery;
- Maintain Erie Tri-County Catholic Family of Parishes Website on ongoing basis;
- Update of Family of Parishes social media such as Facebook and other platforms as determined or directed;
- Upload videos, video links to Erie Tri-County Catholic Family of Parishes Website;
- Maintain Mass intention records and requests for Mass cards;
- Print sacramental certificates;
- Schedule parish events and maintain the parish calendars;
- Maintain the existing filing systems;
- Organize and distribute all mail;
- Order office supplies
- Printing weekly bulletin by Friday afternoon;
- Organize for distribution Boxed Set Collection Envelopes on an annual basis
- Distribute completed Tax Receipts on an annual basis;
- Provide assistance if required for entering the weekly collection into Business Vision;
- Assist with other projects as directed, such as taking minutes at Family of Parishes staff meetings.

Qualifications:

- Experience in administrative and clerical work;
- Diploma, Degree, Certification in Office Administration preferred, or in a similar field of work;
- Familiarity with the books *Forming Intentional Disciples* by Sherry Wadell and *Divine Renovation* by Fr. James Mallon;

A six-month review with the Business Manager in conjunction with the Pastor of the Erie Tri-County Catholic Family of Parishes will take place.

Only those candidates selected by the Hiring Committee will be contacted for an interview.

Deadline for Resume submission is Friday July 30th, 2021.

Please submit Cover letter stating application for the Administrative Assistant Role and Resume by e-mail to: etcpastor@dol.ca, or mail to Erie Tri-County Catholic Family of Parishes: Attention Pastor, 51 Venison St. W., Tillsonburg, ON, N4G 1V1.

Note: Office space at Sacred Heart is shared with the Family of Parishes Accountant.