



Employment Opportunity

OFFICE ADMINISTRATOR

St. Josephine Bakhita Parish

3200 Thomas St Mississauga, ON L5M 0V6

Full time (35 hours per week)

New In-Office Position

Target Hiring Salary: \$42,000 - \$46,000 per year

Overview:

St. Josephine Bakhita is seeking a full time Office Administrator to support the mission and ministry of the parish through dedicated administrative service. Working closely with the Pastor, parish team, volunteers and parishioners, the Office Administrator will help create a welcoming and compassionate environment for all who call or visit the parish. The ideal candidate is not only highly organized and detail-oriented, but also possesses a heart for service, a warm and hospitable spirit, and a deep respect for the life of the Church. This role plays a vital part in fostering a sense of community, faith, and care within the parish.

Responsibilities:

- Warmly greet and assist visitors, responding to all inquiries (in person, phone, email) with professionalism, courtesy, and discretion.
- Coordinate the parish calendar and manage bookings for church, hall, and meeting rooms.
- Handle all incoming and outgoing correspondence, including phone calls, mail, and email; maintain confidentiality in all communications.
- Schedule appointments and correspond on behalf of the pastor or parish.
- Prepare, proofread, and distribute the weekly parish bulletin and other communications.
- Draft and format correspondence, memos, and internal documents.
- Maintain accurate parish records, including sacramental registers and contact lists.
- Inputting of weekly parish donations, preparing annual tax donation receipts and distribution of parishioner donation envelopes.
- Collect and organize documentation for Sacraments of Initiation and prepare certificates.
- Support couples preparing for marriage by collecting required documentation and completing civil and canonical records.
- Process Mass intention requests and stipends; prepare weekly intention lists and announcements.
- Coordinate funerals and liturgical events with families, clergy, musicians, and funeral homes.
- Manage office supplies, offertory envelopes, and liaise with vendors for equipment servicing.
- Monitor CCTV and liaise with security when needed.
- Maintain organized filing systems and update shared digital documents.
- Maintain and update website.
- Post content on social media as needed, aligned with parish communication goals.
- Provide referrals to social service agencies when appropriate.
- Record and distribute meeting minutes and support office coverage planning.

- Foster collaborative relationships with staff, volunteers, and parishioners.
- Contribute to the parish mission and participate in occasional after-hours events.
- Other duties, as required.

General Requirements:

- Post-secondary education in Office Administration or equivalent experience.
- 2–5 years of office experience; parish or faith-based setting preferred.
- Proven ability to maintain confidentiality and demonstrate discretion.
- Strong interpersonal, communication, and customer service skills.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Proficiency in Microsoft Office 365; familiarity with social media platforms.
- Comfortable with databases, shared drives, and standard office technologies.
- Able to draft correspondence, reports, and maintain accurate records.
- Demonstrates patience, compassion, and a team-oriented attitude.
- Flexibility to work occasional evenings/weekends dependent on parish needs.
- Understanding of and respect for the Catholic Church's teachings and structure.
- Familiarity with Archdiocesan procedures and parish operations is an asset.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Benefits:

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Mark Villanueva** at **mvillanueva@archtoronto.org**. Deadline for receipt of applications is **Until the position is filled**. 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.