

**ST. PATRICK'S PARISH  
JOB DESCRIPTION**

**Title:** Office Assistant

**Reports to:** Pastor or his delegate

**Hours:** Tuesday to Friday: 1:00pm to 3:00pm  
Saturday: 9:00am to 12:00pm

**Primary Function of the Job:**

To provide secretarial services to the Pastor, other team members and parish committees.

**Principal Responsibilities:**

***Reception***

- Records clear and accurate messages
- Handles routine questions about policies and directs problem to appropriate person
- Greets and meets visitors
- Records Mass Intentions
- Directs callers (must analyze the situation and determine immediacy of response)

***Processes Mail***

- Receives and distributes incoming mail
- Stamps and dispatches outgoing mail

***Secretarial***

- General correspondence
- Prepares weekly bulletin

***Other***

- Responsible for the use and maintenance of office machinery
- Responsible for maintaining and ordering parish hall kitchen supplies
- Other general duties as requested by supervisor

**Position Requirements**

- Excellent command of the English language
- Great interpersonal talents
- Organizational skills with the ability to prioritize, multi-task and meet deadlines
- Attention to detail and problem solving skills essential
- Extensive experience with computer programs, particularly Microsoft Word and Publisher
- Knowledge of the organization and workings of the Catholic Church
- Sound work ethics
- Ability to work with little supervision
- Clear criminal record check

**To Apply**

- Please mail or deliver resume to St. Patrick's Parish  
2060 Haultain Street, Victoria, BC V8R 2L7  
Please note summer office hours: Tuesday to Friday – 10:00 to noon
- or Email resume to: [stpat190@telus.net](mailto:stpat190@telus.net)
- or Fax resume to: 250-592-7392

*Please note that only those short-listed for an interview will be contacted.*