

**The Parish of Our Lady of Peace in Peace River
Is looking for a
Parish Administrative Assistant**

This is a full time position (35 hours/week) with the following hours of work:
Mondays to Fridays: 8:30 a.m. to 12:00, 1:00 to 4:30 p.m.

Duties of the Parish Administrative Assistant

- General reception duties including answering all telephone calls, greeting visitors, preparation of all correspondence for the parish.
- Order supplies for the rectory, church and other places of worship within the parish including collection envelopes for regular and special collections. Maintain an inventory of all supplies.
- Maintain all registers by entering data and photocopying records at the end of the year.
- Keeps all directives of the Parish and the Archdiocese in order and make these available to the Pastor, the Pastoral Council and Finance Committee
- Supports the requests of the Parish Council & Finance Committee.
- Preparation of a weekly church bulletin.
- Attends all meetings of the Parish Pastoral Council and records minutes of the meeting.
- Assists with the preparation and issuance of notices to committees and individuals responsible for the preparation of sacraments.
- Maintains a record of the collection envelopes received using Parish Friendly software.
Issues receipts for all donations received.
- Maintains the Parish website.
- Any other duties as may be assigned by the Pastor.

Qualifications

- Experience with working with committees and lay persons
- Computer skills (Microsoft word and excel)
- Good communication skills (written and oral)

The employment of a successful candidate will be subject to a favourable RCMP Criminal Records Check and Social Welfare Records Check.

Please forward resume and supporting documents to:

Selection Committee
Our Lady of Peace Parish
10405 – 99 Street,
Peace River, AB
T8S 1M4
Fax 780 6241348

Or emailed to olop@telusplanet.net