



Employment Opportunity

PARISH SECRETARY

St. Timothy Parish

21 Leith Hill Road

North York, ON M2J 1Y9

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$24 – \$28 per hour

Overview:

St. Timothy's Parish is seeking a full time Parish Secretary to provide secretarial and related office services for the Pastor, members of the Parish, and/or various committees and boards.

Responsibilities:

- Receive and place telephone calls, schedule appointments, prepare correspondences and process mail.
- Greet visitors.
- Prepare bulk mailings as needed.
- Establish office record keeping and filing systems.
- Maintain a schedule of office hours.
- Attend Committee meetings as requested.
- Schedule parish facilities. Develop and maintain a calendar that identifies the time, date, name of organization as well as room schedule to use. Coordinate the use of keys for facilities.
- Maintain petty cash fund, record and prepare deposits
- Oversee an inventory of office supplies. Order materials, supplies or equipment as needed. Oversee the maintenance contracts for the various office machines.
- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Prepare posters (utilizing Canva or any available apps) to promote or post in the Church bulletin board, newsletter and on the website.
- Maintain the parish offering envelope system. Update data on a regular basis.
- Post contributions on a weekly basis and mail contribution statements.
- Enter weekly donation to the DRM program.
- Coordinate with various Ministries on materials for posting on the bulletin board, newsletter, and/or website.
- Coordinate scheduling of weddings, funerals, baptisms and other events. Contact appropriate persons involved, communicate with families/relatives regarding the procedure for these services.
- Develop and maintain a sacramental record keeping system. Record all weddings, baptisms, funerals as well as those who receive first Eucharist, and confirmation.
- Attend/participate in any other system enhancements training offered by the archdiocese

- Other duties, as required

General Requirements:

- College degree or equivalent required.
- 1-2 years of successful general secretarial experience.
- Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
- Strong verbal and written communication skills and ability to maintain confidentiality.
- Proficiency in Microsoft Office and Google Office Suites
- An understanding of Canva, Microsoft Publisher and social media would be an asset
- Advanced computer expertise.
- Ability to compose correspondence, minutes and/or reports.
- Ability to represent the parish to those who call, write or visit.
- Ability to honor and maintain confidentiality.
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- 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. Brenton Cordeiro** at sttimothyto@archtoronto.org. Deadline for receipt of applications is **November 10, 2025**. 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.