

Job Posting

Parish Administrative Assistant

Required for Holy Cross Church in Toronto

Monday to Friday 9AM to 4PM (30 hours per week)

The successful applicant will provide administrative support to the Pastor and the parish office through conducting and organizing administrative duties and activities, including but not limited to the management of correspondence, reports and documents, the maintenance of databases and bookkeeping.

This position requires a high level of confidentiality and tactfulness as liaison with both internal and external contacts are on-going. Fluency in oral and written English, experience with QuickBooks and expertise in a computerized environment are necessary qualifications.

Salary commensurate with qualification.

Benefits in accordance with Archdiocese of Toronto Policy.

Interested applicants should send their application to Fr. Laurence Clark

Email: lpclark@sympatico.ca

Before March 19th 2009 please.

This position requires a Criminal Background Check to be submitted upon an offer of employment