

JOB OPENING ADMINISTRATIVE ASSISTANT

Job Description:

Under the direction of the Episcopal Vicar of the English-speaking Faithful, the Administrative Assistant assumes administrative tasks of a varied and sometimes complex nature to support the pastoral and missionary vitality of the English and French-speaking communities.

Tasks and Responsibilities:

- Ensure smooth day-to-day operations for the Episcopal Vicars, handling calls, correspondence, and welcoming visitors;
- Assist the Episcopal Vicars in managing their agendas;
- Identify priorities and follow up on requests;
- Write letters, emails, mass mailings, and respond to all other communications as needed;
- Attend meetings, take notes and write minutes;
- Plan and convene team meetings, at the office and in neighbourhoods/parishes/missions on behalf of the Episcopal Vicars as needed;
- Participate in the planning of events and activities and handle logistics on the day;
- Maintain the events and activities schedule to tie in with the diocesan calendar;
- Support the Episcopal Vicars in their communication needs through basic graphic and video design;
- Provide technical support for online meetings and webinars;
- Establish and maintain a filing system for the Episcopal Vicars' archives in close collaboration with the Diocesan Archivist;
- Build relationships with parish administrative staff so that they understand and appreciate the importance of their ministry;
- Perform all tasks assigned by the Episcopal Vicars.

Qualifications and Skills

- Administrative training or relevant experience in the field of administration;
- Excellent oral and written communication skills in English and French;
- Excellent command of the MS Office suite;
- Excellent organizational skills, and ability to manage several tasks/projects simultaneously;
- Autonomous, self-starter and team player;
- Demonstrate rigour, good judgment, integrity, discretion, hospitality, listening skills, patience and flexibility;
- Sound ecclesial knowledge and familiarity with the Archdiocese of Montreal (required).

Working conditions

- Salary and benefits in accordance with the Archdiocese of Montreal's established standards
- Full time: 32.5 hours/week (5 days)
- Telecommuting during the pandemic, on site when the situation permits
- Availability to work occasional evenings and weekends

Interested candidates are invited to send their CV and cover letter to Anastasia Charasidis, Responsible for Human Resources at rh@diocesemontreal.org before **August 20, 2021**.

We thank all applicants for their interest, but only candidates chosen for an interview will be contacted.