

JOB OFFER
Administrative Assistant Position

The Integrated Service of Evangelization and Christian Life (SIEVC) is looking for a dedicated and organized Administrative Assistant to join our dynamic team. Under the supervision of the Senior Director of SIEVC, this position supports several essential departments, but mainly the Diocesan Centre for Marriage, Life and Family.

Position Summary:

As an Administrative Assistant, you will play a key role in supporting the day-to-day operations and ensuring the smooth administrative functioning of these departments. Working closely with another administrative assistant, you will ensure the smooth running of administrative activities, the coordination of projects, and the logistical support necessary to achieve the department's objectives.

Main Responsibilities:

- Manage phone calls, emails, and mail.
- Support marriage preparation programs in administrative tasks.
- Organize and maintain departmental records and archives.
- Prepare, write and edit administrative documents and reports.
- Coordinate meetings, prepare agendas, take notes, and follow up on decisions made.
- Plan and organize events and activities of the different departments.
- Manage the calendars of the Senior Director and Department Managers.
- Ensure internal and external communication, in liaison with the other services of the Archdiocese.
- Maintain contact lists and departmental databases.
- Facilitate communication between the different departments of the Integrated Service.
- Manage office supply orders and maintain equipment.
- Coordinate travel and reservations for department members.
- Assist in the budget management and monitoring of departmental expenditures.

Qualifications:

- Degree in administration or related field.
- Previous experience in an administrative role, preferably in an ecclesiastical or not-for-profit environment.
- Support marriage preparation programs in administrative tasks.
- Excellent written and oral communication skills in French and English*.
- Ability to work independently and as part of a team.
- Proficiency in computer tools (MS Office, calendar management software, etc.).
- Discretion and respect for confidentiality.
- Interpersonal skills, warm welcome, ability to listen, patience.
- Autonomy, sense of initiative, great attention to detail.
- Ability to work in a team and follow directions.
- Ability to multitask and prioritize.
- Organizational skills and attention to detail.
- General knowledge of Church teaching on marriage, life and family (an important asset).
- Knowledge of the structures and operations of the Catholic Church (an asset).

Working conditions:

- Salary and benefits according to the standards and working conditions of the Roman Catholic Archiepiscopal Corporation of Montreal
- Full-time: 32.5 hours/5 days per week
- Availability to work occasionally evenings and weekends
- Possibility of working in hybrid mode according to the standards of the Diocese of Montreal
- Start date: September 2024

Persons interested in this position are requested to send their CV with a cover letter to Anastasia Charasidis rh@diocesemontreal.org. Applications will be considered until the position is filled.

We thank you for your interest, however, only successful candidates will be contacted for interviews.

[] The Archdiocese provides a French-language work environment for its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, parishes and the rest of Canada.*