

JOB OFFER
Administrative Assistant Position

The *Diocesan Centre for Marriage, Life and Family* (CDMVF) of the Archdiocese of Montreal seeks to expand evangelization efforts oriented towards marriage, life, and family. The Centre is looking for a dedicated and organized Administrative Assistant to join our dynamic team.

Position Summary:

As an Administrative Assistant, you will play a key role in supporting day-to-day operations and ensuring the smooth administrative functioning of the CDMVF. Working under the supervision of the Director of the Centre, this person will ensure the smooth running of administrative activities, the coordination of projects and the logistical support necessary to achieve the objectives of the service.

Main Responsibilities:

- Manage phone calls, emails, and mail
- Support marriage preparation programs in administrative tasks, mainly the *From this Day Forward* program
- Organize and maintain records and archives
- Prepare, draft and review administrative documents and reports
- Coordinate meetings, prepare agendas, take notes, and follow up on decisions made
- Plan and organize the Centre's events and activities
- Maintain the Centre's contact lists and databases
- Manage office supply orders and maintain equipment
- Assist with budget management and monitoring of expenses and reimbursements
- Prepare messages, invitations, mass mailings by email or mail
- Any other administrative support tasks

Qualifications:

- Degree in administration or related field
- Previous experience in an administrative role, preferably in an ecclesiastical or non-profit environment
- Excellent written and oral communication skills in French and English*
- Ability to work independently and as part of a team
- Proficiency in computer software (MS Office, calendar management software, etc.)
- Discretion and respect for confidentiality
- Interpersonal skills, warm, welcoming, 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: Winter 2025

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.*