Customer Service & Office Support Clerk

Canada Needs Our Lady / The Canadian Society for the Defense of Christian Civilization
Saint-Hubert, Quebec (South Shore of Montreal)

Canada Needs Our Lady is a Catholic non-profit organization seeking a friendly, reliable, and versatile individual to join our small, dedicated team.

This position will primarily support our **Donor Care Department**, while also assisting with mailroom operations and general office duties. We are looking for someone who enjoys helping others, is organized, and is willing to lend a hand wherever needed.

Key Responsibilities

- Respond to donor inquiries by phone and email in a professional, courteous, and compassionate manner.
- Accurately enter and update donor information in our database.
- Assist with donor correspondence and Rosary Rally initiatives.
- Help with mailroom duties, including opening, sorting, and preparing mailings.
- Provide general administrative support across departments as needed.
- Assist with filing, scanning, and inventory organization.

Qualifications

- **Must be bilingual in French and English, both spoken and written**, to communicate with French- and English-speaking donors across Canada.
- Previous customer service or office experience.
- Strong communication, organizational, and computer skills.
- Proficiency in Microsoft Word and Excel.
- Detail-oriented, dependable, adaptable, and a team player.
- **Knowledge of the Catholic faith, traditions, and devotions is a strong asset.**
- Web/digital or bookkeeping experience is an asset.

Position Details

- **Job Type:** Permanent Part-time, on-site
- **Schedule:** Monday to Thursday, 24–30 hours per week
- **Salary:** $19–$22 per hour, based on experience
- **Location:** Saint-Hubert, Quebec
- **Start Date:** As soon as possible

How to Apply

Please send your CV to **joann.glive@cnol.org**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.