



## **Job Description**

### **Pastoral Services Team Event Coordinator and Administrative Assistant**

Updated 2024-02-14

#### **Requirements:**

- A living Catholic faith
- Strong communicator, fluently bilingual in written and spoken French and English
- Proficient in event management
- Strong office management or administrative assistant experience
- Competent with Microsoft Office products
- A clear criminal record check and child abuse registry check

#### **Duties and responsibilities:**

##### **1/ Event management**

1. Organize logistical details for Archdiocesan community and Pastoral Services team events
  - a. For special liturgies throughout the pastoral year, Study Days, conferences & conventions, workshops, retreats, etc.
  - b. Oversee the planning, organization, communications, registration management, catering, guest accommodation, and general operation of events.

##### **2/ Administrative**

1. Administrative support for the Director of Pastoral Services
  - a. Participate in staff meetings, draft agendas and minutes and forward them to participants (e.g. Staff and Pastoral Services Team meetings).
  - b. Distribute, collect, and collate the annual Parish Leadership Contact List/Survey.
  - c. Manage the outsourcing of translation requests.
  - d. Other duties as assigned by the Director of Pastoral Services.
2. Administrative support for the Pastoral Services Coordinators, Committees, Commissions & other groups
  - a. Book reservations for Diocesan Centre meeting rooms, workstations, and audio-visual equipment.
  - b. Provide welcome and support for groups upon their arrival.

- c. Maintain an updated list of resource-persons for committees and groups.
  - d. Assist with photocopies, audio-visual resources, etc.
  - e. Manage the Ministry Calendar for Committees and Commissions.
3. General Duties:
- a. Manage audio-visual equipment inventory, liaising with staff IT person as required.
  - b. Manage audio-visual equipment reservation bookings, including simultaneous-interpretation equipment.
  - c. Monitor the reservations of meeting rooms and workstations.
  - d. Manage office supply inventory stock levels for Pastoral Services and staff committees.
  - e. Manage the Resource Library.

### **3/ Other Duties**

- 1. Create PowerPoints for Diocesan events & celebrations.
- 2. Provide assistance to the Archbishop's Executive Administrative Assistant.

### **4/ Hours and Compensation**

- 1. At present, this is a permanent part-time position not to exceed 24 hours/week. The precise work hours and remote work hours can be negotiated. Full-time hours are a possibility at a later time, if mutually agreeable.
- 2. We pay competitive rates well above minimum wage, commensurate with experience.
- 3. A generous benefits program is available for permanent employees working 20 hours/week or more.

This position reports to the Director of Pastoral Services.