

**Operations Assistant
All Saints Parish
Amherst NS**

Reports to: Parish Life Coordinator

Summary

All Saints Parish is seeking a full-time Operations Assistant to join their team. The Operations Assistant would have a high degree of independence and confidentiality and would be the first point of contact for those calling or stopping by the Central Office of All Saints Parish.

The individual is responsible for creating a welcoming environment in part through encouraging and nurturing volunteers

Duties and Responsibilities (but not limited to)

Develop and coordinate all office administrative functions and schedule activities related to the parish (Mass intentions, answering phone calls, front face to parishioners)

Provide support to the pastor, Parish life coordinator, staff members and volunteers

Develop an online system for office bookings, for parish buildings and complete purchase orders

Develop functions for inspections, building maintenance, rental space

Develop and maintain a building access system and protocols for the security of all buildings

Act a liaison for Responsible Ministry protocols and parish hospitality ministry

Qualifications

Completion of a related post-secondary program (administrative or financial or project management)

A minimum of 5 years of related proven work experience

Experience with managing an assigned budget

Advanced knowledge of Microsoft office Suite of programs

Practicing Catholic in good standing is strongly preferred

Problem solving; ability to resolve complex issues and unforeseen obstacles quickly and efficiently

Strong verbal and written communication skills

Strong interpersonal skills with an outstanding level of integrity that will gain trust and respect of staff, parishioners and community members

Hourly rate: \$20.00 per hour Hours of work: 35 hours per week

WE OFFER

Dental care

Extended health care

Vision care

3 weeks paid vacation

12 days of General leave (sick leaves, family illness)

Registered Pension Plan (RPP) Match

Employee Family Assistance program (EFAP)

Employee events

And more!

To apply