

Job Posting – Parish Administrative Assistant

Parish of St. John the Evangelist, Gananoque

Employment Type: Permanent Part-time (16 hrs/week). Tuesday to Friday from 9:00 am to 1:00 pm

Reports to: Pastor – Parish Administrator

Salary: \$22/hour

Benefits: Health, Dental, Life Insurance, Sick Leave, Pension Plan.

Position Summary: The Parish Administrative Assistant provides essential administrative, clerical, and communication support to ensure the smooth operation of the parish office. This position supports the Pastor, parish councils, parishioners, and ministry teams by managing records, coordinating communications, and maintaining office systems with professionalism and confidentiality.

Key Responsibilities:

Reception & Communication:

- Respond to phone calls, emails, visitors, and general inquiries.
- Prepare minutes for the Parish Pastoral Council and Finance Committee as needed.
- Serve as the first point of contact, directing parishioner inquiries appropriately.

Calendar & Records Management:

- Maintain parish calendars for liturgies, sacraments, events, and meetings.
- Manage sacramental registers per diocesan policy.
- Issue sacramental certificates accurately and confidentially.
- Process Mass Intentions and maintain Mass card inventory.
- Register new parishioners and update membership systems.

Office & Clerical Support:

- Maintain filing systems, parish databases, and archives.
- Oversee daily opening/closing of the office and ensure security.
- Monitor inventory and manage equipment maintenance contracts.
- Provide clerical support to staff and volunteers; handle petty cash.
- Assist weekly money counters and ensure deposits.

Parish Communications:

- Draft and distribute letters, bulletins, newsletters, and announcements.
- Update parish website, social media, and notice boards.
- Assist in preparing liturgical materials and Sunday Mass binder.
- Support volunteer and ministry coordination.
- Maintain confidentiality of all sensitive information.

Bookkeeping:

- Record collections and revenues using secure systems.
- Manage accounts payable/receivable, payroll remittances, and HST filings.
- Reconcile monthly bank statements.

- Prepare quarterly/annual financial reports and support T3010.
- Assist with budgets, fundraising records, and diocesan reporting.

Qualifications & Skills:

- Diploma/Certificate in Business Administration, Accounting, or related field.
- Minimum 2 years administrative experience.
- Strong organization, communication, and multitasking abilities.
- Proficiency in Microsoft Office.
- Professional, courteous, and confidential conduct.
- Familiarity with Catholic teachings and parish operations preferred.

How to Apply: Submit a resume and cover letter to StJohn.Gananoque@archkingston.ca

Deadline: December 20, 2025, at 11:59 p.m.

Only applicants selected for an interview will be contacted.