



Posting Date: August 21, 2024

Holy Cross Catholic Parish

4049 Gordon Head Rd

Victoria BC V8N 3X7

<https://www.holycrossvictoria.org/>

Invites applications for:

One (1) Administrative Assistant

26 hours a week, Tues – Fri; Start date: September 9, 2024

\$19.00 – \$31.50/hour

We acknowledge that Holy Cross Parish is on the ancestral territory of the WSÁNEĆ and Lekwungen peoples and we benefit from local knowledge keepers and thriving Indigenous communities

Administrative Assistant Requirements:

- Ability to use discretion when dealing with confidential matters
- Excellent communication and interpersonal skills
- Well organized, exceptional time management skills and a problem solver
- Proficient in computer skills, especially working with publisher, websites & emails
- Identification with and participation in the life of a Catholic parish

Duties and Responsibilities:

- Responsible for opening and closing of office and church, greeting visitors, answering phone calls, emails and mail
- Prepares correspondence for the Pastor, weekly bulletin and agendas and minutes for meetings, as well as tech duties (website)
- Responsible for financial duties as well as maintain supplies for office and church
- Coordinates regular maintenance of church building and properties

Please see attached job description for more details

Interested applicants are invited to submit a resume and cover letter to:

Holy Cross Catholic Parish

Attention: Executive Committee

4049 Gordon Head Rd, Victoria BC, V8N 3X7

Application deadline: Until position is filled