

PARISH OFFICE MANAGER



Overview:

Blessed Trinity Parish is seeking a full time dedicated and organized Parish Office Manager to oversee the daily operations of our parish office. Reporting directly to the Pastor, the Office Manager plays a key role in ensuring a welcoming, efficient, and supportive environment for parishioners, visitors, ministry leaders, and community partners. This role offers the opportunity to serve the parish community by combining administrative expertise with compassionate service directly supporting its mission and ministries.

Job Location:

Blessed Trinity Parish

3220 Bayview Avenue, Toronto, ON M2M 3R7

Full time (35 hours per week)

New Position

Target Hiring Salary: \$43,000 – \$45,000

Responsibilities:

- Oversee the day-to-day operations of the parish office, including supervising four part-time front office staff.

- Manage the office telephone system, responding to inquiries by phone, email, and in person.
- Provide administrative support to the clergy and pastoral team, including weekend Mass preparation and coordination of annual liturgical and ministry planning.
- Maintain all sacramental records in accordance with the Archdiocese of Toronto guidelines.
- Liaise with funeral homes, nursing homes, parish schools, and ministry leaders to coordinate services and events.
- Manage volunteer scheduling for laundering of liturgical vestments and altar linens and other liturgical needs.
- Coordinate funeral arrangements, and liaise with families, musicians and funeral teams.
- Maintain and oversee multiple parish databases.
- Ensure a professional, welcoming reception area at all times.
- Other duties, as required.

General Requirements:

- Proven administrative and organizational skills, with experience in office management.
- Strong interpersonal and communication abilities with a welcoming and professional demeanor.
- Ability to work independently while fostering a collaborative team environment, prioritize tasks, and maintain confidentiality.
- Experience supervising staff or volunteers is preferred.
- Proficient in Microsoft Office applications and comfortable learning parish-specific database systems.
- Familiarity with Catholic parish life and liturgical practices is an asset.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Benefits:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match

- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Edward Murphy** at office@blessedtrinityparish.ca (<mailto:office@blessedtrinityparish.ca>). Deadline for receipt of applications is **Until the position is filled**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.

Job Category: Archdiocese of Toronto

Job Type: Full Time

Job Location: Toronto

Apply for this position

Full Name *

Email *

Phone *

Cover Letter *

Upload CV/Resume *

No file chosen

Allowed Type(s): .pdf, .doc, .docx

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