

St. Luke the Evangelist Roman Catholic Church, Downeyville

POSITION TITLE: Parish Administrative Assistant

POSITION TYPE: Approximately 6 hours/week, contract

REPORTS TO: Parish Pastor

WHO WE ARE

We are a vibrant Roman Catholic parish in the Diocese of Peterborough, located in Downeyville, Ontario, with a mission to love and serve God and humanity through prayer and action, nourished by the sacraments and the Word of God.

JOB DESCRIPTION

The Parish Administrative Assistant / Coordinator provides administrative support to the Pastor and parish leadership. Responsibilities include supporting community members, managing calendars, preparing communications, and maintaining various online databases and platforms, among other tasks.

This is a flexible part-time role, ideal for someone seeking meaningful work that can fit around family or other commitments. Training and mentorship will be provided for a candidate with strong initiative and aptitude. The position offers an opportunity to contribute to parish life while working in a collaborative environment.

RESPONSIBILITIES

- Supports parish outreach
- Prepares a weekly bulletin, and supports the parish social media posts
- Maintains and updates the parish website
- Develops and manages a parish database of members' contact information
- Conducts outreach to new members of the community to share a welcome package
- Supports calendar management for the parish
- Supports preparation and coordination of Masses and special occasions
- Manages parish emails and phone messages
- Handles incoming requests and queries appropriately and professionally
- Assists with timely follow-up to community members
- Orders and manages parish supplies
- Other duties, as assigned

REQUIREMENTS

- Experience as an administrative assistant or coordinator; experience working in community or volunteer-based environments is an asset
- Knowledge of MS Office, social media, and content management systems (or willingness to learn)
- Strong written communication skills
- Ability to work with minimal supervision in an office environment
- Excellent verbal and written communication skills
- Strong organizational, task management, and problem-solving skills
- Provide a Police Screening EPIC

Compensation: Commensurate with experience based on the Diocesan pay grid and compensation policy.

Resumes and cover letters can be sent to Office@stlukesdowneyville.ca before 5 pm on Monday, May 25, 2026.

April 2026