

OFFICE MANAGER - ST. IGNATIUS PARISH, WINNIPEG

St. Ignatius Parish is seeking to fill the position of Office Manager. This is a multi-faceted role which includes managing and developing relationships with parishioners and volunteers, hands-on management of the Parish office, and bookkeeping responsibilities for the financial affairs of the Parish. The successful applicant will possess strong communication skills and have a demonstrated track record of flexibility. Key for success will be well developed technology and social media skills.

Working closely with the Pastor on Parish mission, ministries and sacrament related activities, the Office Manager will report to the Parish Operations Manager. The Office Manager's mandate will be to create a welcoming and efficient reception for all Parish visitors, ensure the Pastoral team is supported administratively, ensure the Parish financial record-keeping is maintained accurately on a timely basis, and develop a role that is often referred to as "the face of the Parish". As a member of the Parish management team, the Office Manager will have shared responsibility for aligning Parish resources to support the pastoral vision, mission and strategic priorities of the Parish.

This is a full-time position that may require occasional evening meetings (Parish Pastoral Council and Parish Finance Council for example).

Education and Experience:

- A minimum of 5 years of related experience managing a diverse team which includes volunteers
- Proficiency with computer software including Word, Excel and QuickBooks (or similar accounting software)
- Post-secondary education or equivalent experience
- Demonstrated knowledge of parish operations and the Catholic faith would be an asset

Essential Duties and Responsibilities:

The above statements are intended to describe the general nature of the work to be performed by the Office Manager. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Interested?

If you believe you are a good fit for this role and are a team player, please forward your resume before end of day January 3, 2024 to operations@stignatius.ca

About St. Ignatius Parish

St Ignatius is a Jesuit led Roman Catholic Parish in Winnipeg, Manitoba. It was founded in 1908 and went on to open St. Ignatius School in 1912. Our school offers nursery to grade eight programs with a population of approximately 230 students and 36 staff and teachers.