**The Diocese of Sault Ste. Marie is currently seeking a**

**Full-time bilingual Secretary for the Bishop**

**Qualifications:**

* Excellent communication skills both in English and French including written and verbal skills to communicate with all levels of the organization
* Knowledge of Roman Catholic Church organization would be beneficial
* Previous experience as a Secretary or Administrative Assistant
* Strong knowledge of Microsoft Office products - Word, Excel, Power Point, of Adobe PDF program and willing to learn other programs
* Ability to maintain filing systems and database
* Organizational skills, ability to prioritize and pay attention to detail
* Very Discreet
* Good listener, polite, professional and diplomatic when communicating with priests, deacons and visitors as well as diocesan staff
* Office Administration diploma would be considered an asset
* High school diploma or equivalent

**Duties & Responsabilities:**

* Answer, screen and return calls for the Bishop
* Compose and type letters for the Bishop
* Schedule appointments for the Bishop when requested
* Verify, print and respond to the Bishop's e-mails as requested
* Electronic and paper filing of Bishops official acts and correspondence
* Type and send notifications of new appointments (priests, deacons…)
* Filing of correspondence in parish and priests files as requested
* Write letters of permission to mandate Eucharistic ministers, members of the Diocesan Order of Service
* Type and send death notifications, condolence letters
* Type and send invitations for diocesan events as requested
* Type and send Bishop's Christmas message, Lent message, Easter Message
* Help prepare booklets for Chrism mass
* Assists in mail-outs to priests
* Arrange meetings for priests if requested (Presbyteral Council meetings; College of Consultors)
* Maintain and distribute minutes of meetings for priests when needed
* Order food (or make reservations) for meetings when needed
* Work in collaboration with reception, chancery and finance departments
* Send media releases when required
* Run errands for the Bishop when needed
* Perform various clerical and administrative duties for Vicar General and Chancellor as requested

**Terms:**

* Renewable one year contract, six (6) months probationary period to start, full time long term position
* A competitive compensation package including salary, benefits and generous vacation time
* Work Hours: Monday to Friday, 8:30 AM to 4:30 PM

**Please submit, by March 1, 2017, your résumé, cover letter, 3 references and your start date availability by email to hr@diocesecentre.com or by mail to:**

**Human Resources, Diocese of Sault Ste Marie, 30 Ste Anne Road, Sudbury, ON P3C 5E1**