

## TWO STAFF POSITIONS COMING AVAILABLE:

### 1) St. Ann's Parish Office Administrator, starting July 1st, 2023 (Training prior to this date)

We are seeking a full time person to ensure the efficient running of the parish office, assisting the Pastor, other clergy and staff in parish administration. There is secretarial, administrative and building maintenance functions for the parish. Reporting to the Pastor, the Office Administrator will work collaboratively with members of the parish and volunteer groups.

#### Ability to:

- Be pleasant and pastorally sensitive for all who enter our doors or phone our office. The intermittent nature of visitors and inquiries will require the Secretary be interrupted during administrative tasks in order to greet and assist.
- Maintain confidentiality in all work related activities
- Organize workload and multi-task
- Demonstrate strong communication and interpersonal skills
- Use Microsoft Office computer applications (Word, Publisher, Outlook & Excel). Experience or knowledge of Paritek a plus

#### Experience, Education and Training Requirements

- Regularly practice your Catholic Faith
- Minimum of 5 years office secretarial/office management experience
- Have proficient computer skills.

**Work Environment:** 32 hours a week

Excellent Benefits Package

For a more complete list of duties please see Frances at the Office. Send your resumes to [parishoffice@stannsabbotsford](mailto:parishoffice@stannsabbotsford)

### 2) Administrator/Teacher for St. Ann's Preschool in Abbotsford starting September 2023

Are you passionate about the education of young children? St. Ann's Preschool is looking for a dedicated, creative, hard-working educator.

#### Qualifications:

- Strong leadership skills and the ability to take charge, dependable, responsible and punctual
- Cooperative leader with the ability to work together with other team members.
- Knowledge of business and management principles
- Knowledge of curriculum and training methods
- Familiarity with the licensing requirements of childcare centers
- Excellent verbal and written communication skills
- Solid organizational skills

#### Education and experience:

Minimum 2 years teaching experience in preschool setting

Valid BC Early Childhood Certification

Experience working with children who have diverse needs

#### Why work for St. Ann's Preschool:

Competitive Salary

Benefit package included

#### Position:

Part- Time hours - 30 hours per week

If you are a qualified and passionate teacher dedicated to Early Childhood Learning please send your resume to St. Ann's Parish at:

[parishoffice@stannsabbotsford.ca](mailto:parishoffice@stannsabbotsford.ca)