

Ukrainian Catholic Eparchy
Position Description: Administrative Assistant

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 8 weeks at 30 hours per week Rate: \$20.00 /hour	Primary Location: Eparchial Pastoral Centre 9645 108 Avenue Edmonton AB Travel: None expected
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Purpose: Works with the Director of Finance to develop and edit administrative documents

Key Objectives	Responsibilities	
Policy development	<ul style="list-style-type: none"> • Assist with the development of policies and procedures related to different areas of the operations including human resources, finance and accounting and operations • Evaluate existing policies and procedures and update as required • Update various operational documents including those for use by parishes 	
Administration	<ul style="list-style-type: none"> • Assist with administrative duties as required. • 	
Other related duties	<ul style="list-style-type: none"> • Perform other duties as maybe required from time to time 	

Education and Experience:

- One or two years post-secondary education or related training
- Dynamic and committed individual that works well in team environments
- Excellent oral and written communication skills
- Ability to organize and prioritize
- Possesses patience, flexibility, adaptability and a sense of humor
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others