

St. Ambrose/St. Catherine Parishes are currently recruiting for the following positions:

Administrative Assistant (Part-time: 25 hours/week - Monday-Friday (5 hours/day)

This individual plays an integral role in the daily life of the parish as the front line of support to the Pastor, volunteers, parishioners and other guests. As the “go-to” person, this individual brings to the role previous experience and knowledge in customer service, general administrative support and volunteer engagement.

Bookkeeper (Part-time; 10 hours/week) - This position has responsibility for the financial bookkeeping system of the Parish and ensuring that accounting functions are completed in accordance with established standards, policies and procedures

Visit [Careers - ROMAN CATHOLIC DIOCESE OF CALGARY \(catholicyc.ca\)](https://www.catholicyc.ca) to view the position descriptions for these roles including responsibilities, qualifications and requirements. Qualified candidates should submit a resume and cover letter clearly outlining how their skills and experience match the requirements of the role to careers@calgarydiocese.ca no later than **4:00 pm on Monday, December 28, 2020.**