



Our Lady Queen of Peace Parish
849 Old Esquimalt Rd.
Victoria, BC V9A 4W9
Tel: (250) 384-3884

Posting Date: April 24, 2026

Our Lady Queen of Peace Catholic Parish

849 Old Esquimalt Rd.
Victoria, BC V9A 4W9

www.qop.ca

Invites applications for:

Part-time Administrative Assistant

4 days a week (7) hours per day – Tues. – Fri; Start date: May 20th, 2026
\$19.56 - \$32.60/hour

Compensation will be commensurate with qualifications and experience.
Preference may be given to active members of a Roman Catholic parish.

Primary Function of the Job: Reports to the Pastor

To provide administrative assistant, receptionist and secretarial services to the pastor, other team members and the parish committees. To assist the Pastor in the administration of the parish office, business and facility operations of the parish.

Principal Responsibilities:

Reception, Processes Mail and E-Mail, Secretarial, Bookkeeping, Maintenance, tech duties (website) and other general duties as requested by supervisor.

Please see attached job description for more details

Interested applicants are invited to submit a resume and cover letter to:

Our Lady Queen of Peace Catholic Church

Attention: Rev. John L. Domotor, C.D., C.S.S.

849 Old Esquimalt Rd. Victoria BC, V9A 4W9

Application deadline is: Friday May 8th, 2026

Only candidates selected for an interview will be contacted.



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Primary Function of the Job:

Reports to: Pastor

To provide administrative assistant, receptionist and secretarial services to the Pastor, other team members and the parish committees. To assist the Pastor in the administration of the parish office, business and facility operations of the parish.

Principal Responsibilities:

Reception

- Records clear and accurate messages
- Handles routine questions about policies and directs problem to appropriate person
- Greets and meets visitors
- Directs callers (analyze the situation and determine immediacy of response)

Processes Mail and E-Mail

- Receive and distribute incoming mail
- Stamp and dispatch outgoing mail

Secretarial

- General correspondence
- Agenda/minutes and distributing directed
- Prepares report for committees
- Prepare brochures/bulletin, prayers of the faithful and announcements for the weekend Masses

Bookkeeping

- Prepares donation tax receipts for parishioners
- Provides information for payroll processing through Vega system
- Enters and reconciles donations from Weekly Collections, Preauthorized Debit Donations into Parish-soft Batches.
- Maintains a spreadsheet for Sacramental Offerings



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Recording

- Maintains computer entries of new registrations and parish lists
- Computer entries of donations
- Coordinates distribution of collection envelopes
- Process requests for sacramental records
- Keep sacramental records up to date
- Developing procedures and policy with committees and Parish Council
- Maintains office inventory
- Coordinate ordering of office supplies
- Orders sacramental supplies and liturgy materials
- Orders equipment and computer software programs

Maintenance

- Identify repairs and coordinate servicing for the church and grounds
- Coordinate Fire Inspections, Elevator upkeep, Fire Hydrant and Kitchen supplies and appliances,
- Coordinate and maintain insurance checklist for liability and security
- Identify janitorial and grounds keeping

Other

- Responsible for the use and maintenance of office machinery
- Major Project applications and reports to the Diocese Office
- Other duties may include hall rentals, funeral set-up, responsible ministry requirements, website updates, attend staff meetings organized by the Diocese
- Other general duties as requested by supervisor