



Roman Catholic Diocese of Victoria

4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✖ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Appeal Administrative Assistant*

The Roman Catholic Diocese of Victoria is seeking an Appeal Administrative Assistant with a strong data entry and communication skills. This role is a full-time (37.5 hours per week) temporary role from September 15, 2026, to February 12, 2027. The hourly salary range is \$23.00 to \$25.00.

Duties & Responsibilities

The primary function of the role is to record pledges and donations as part of the Bishop's Annual Appeal, and to provide a positive donor experience through communication and engagement with donors:

- Download reports from a variety of sources (cash, cheque, online platforms, third party fundraising tools such as Canada Helps).
- Record pledges and donations in donor database (ParishSoft)
- Performs tax receipting as required
- Respond to donor inquiries related to donations, tax receipts and account updates in a timely and professional manner
- Support special projects and other duties as assigned

Position Requirements

- Excellent verbal and written communication skills
- Strong attention to detail (accuracy and completeness)
- Proficiency in Microsoft Office
- Experience with donation software considered an asset (i.e. ParishSoft)
- Experience working in a fundraising environment is an asset
- Minimum one year of fundraising or business support work is an asset

Interested applicants are invited to submit a résumé and cover letter by August 7, 2026 to:

Roman Catholic Diocese of Victoria

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<https://www.rcdvictoria.org/employment>

Please note that only those short listed for an interview will be contacted.