

Immaculate Conception Church

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Parish Office Administrator (Part-Time) **Immaculate Conception Church – Kelowna, BC**

Immaculate Conception Church is seeking a part-time Parish Office Administrator to assist with the daily operations of the parish office. This role supports the pastoral mission of the parish by providing welcoming, organized, and efficient administrative assistance to parish staff and parishioners.

Position Details

- **Part-time:** Approximately 20 hours per week
- **Schedule:** Monday-Friday, 8:30-12:30
- **Location:** Parish Office at Immaculate Conception Church

Key Responsibilities

- Serve as the first point of contact for parishioners and visitors.
- Answer phone calls, emails, and general parish inquiries.
- Assist with preparation of the weekly parish bulletin and announcements.
- Maintain parish records and sacramental registers as directed.
- Support scheduling of parish events, meetings, and facility use.
- Assist with preparation of correspondence, reports, and parish communications.
- Provide general administrative support to parish ministries and staff.
- Help maintain an orderly and welcoming parish office environment.

Qualifications

- Strong organizational and administrative skills.
- Excellent communication and interpersonal abilities.
- Proficiency with common office software (email, word processing, spreadsheets).
- Data entry/bookkeeping (QuickBooks).
- Ability to maintain confidentiality and handle sensitive information.
- Friendly and welcoming demeanor when interacting with parishioners.
- Ability to work independently and manage multiple tasks.

Preferred

- Familiarity with parish life and the mission of the Catholic Church.
- Experience in office administration or customer service.

Compensation

Hourly wage commensurate with experience.

To Apply

Please submit a resume and brief cover letter in person or by email to:

Andrea Mitton, Parish Secretary

icc.kelowna@nelsondiocese.org

Applications will be accepted until Tuesday April 7th, 2026.

Immaculate Conception Church thanks all applicants for their interest; however, only those selected for an interview will be contacted.