



**Job Posting: Diocesan Curial Assistant**

**Location:** Archdiocese of Kingston

**Employment Type:** Full-time

**Reports To:** Chancellor of Temporal Affairs

**About the Archdiocese:**

The Archdiocese of Kingston, located in Ontario, Canada, is a vibrant Roman Catholic community with a rich history dating back to 1673. Serving a diverse and faithful population across Eastern Ontario, the Archdiocese is committed to proclaiming the Gospel, fostering spiritual growth, and supporting parish life through education, outreach, and pastoral care. Rooted in tradition and guided by faith, the Archdiocese seeks dedicated individuals to join its mission of service and stewardship in building up the Body of Christ.

**Job description:**

The Archdiocese of Kingston is seeking a highly organized and service-oriented individual to provide essential administrative support in a dynamic full-time position. This key role supports the Office of the Archbishop and senior leadership, including the Chancellors of Spiritual and Temporal Affairs, the Finance Director, Communications Director, Human Resources Director, and Cemeteries Director. In addition to administrative responsibilities, the successful candidate will manage front-facing reception duties, coordinate events, and oversee mailroom logistics, office inventory, and website updates to ensure the smooth operation of the Archdiocesan Office.

Key duties include coordinating clergy events and seasonal celebrations, preparing official reports and meeting minutes, and managing calendars and correspondence. The ideal candidate will demonstrate exceptional organizational and time-management skills, a high degree of discretion, and the ability to multitask effectively in a fast-paced, service-oriented environment. This is a unique opportunity to contribute to the mission of the Church through dedicated and professional administrative service.

**Required Qualifications & Skills:**

- Post-secondary diploma or certificate in Office Administration, with 1–2 years of relevant experience.
- Strong administrative and organizational skills with keen attention to detail.
- Excellent written and verbal communication abilities.
- Proficient in Microsoft Office applications and effective in managing email correspondence.
- Professional and courteous approach to reception and front-office responsibilities.



## ARCHDIOCESE *of* KINGSTON

- Proven ability to multitask and manage time efficiently in a dynamic, faith-based work environment.
- Experience with mailroom operations and maintaining office supplies and inventory.
- Demonstrated discretion and confidentiality in handling sensitive and confidential information.
- Familiarity with the teachings, traditions, and organizational structure of the Catholic Church.
- Remuneration range \$40,000 to \$45,000 a year
- 35 hours per week

### **Top benefits or perks:**

As a team member at the Archdiocese of Kingston, you will enjoy:

- Health care, dental, and life insurance
- Sick leave
- Pension Plan

### **Location:**

Kingston, Ontario

### **Contact/application information:**

Interested candidates should submit a resume and cover letter to:

[temporalassistant@archkingston.ca](mailto:temporalassistant@archkingston.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.