

## **JOB OFFER**

### **Donations Clerk (Part-Time)**

#### **Job Description:**

Reporting to the Director of Philanthropic Development, the Donations Clerk will have the primary responsibility of contacting donors and following up with them in a spirit of faith and gratitude.

#### **Main Tasks and Responsibilities:**

- Communicate with donors diligently, in a manner that is friendly, patient, and courteous.
- Provide administrative support with respect to the processing of donations and updating the database in the event of the absence of the database technician.
- Assist the department in the drafting, entry of documents and correspondence, and in the preparation of events.
- Perform any other duties required by the immediate supervisor.

#### **Qualifications and Experience Required:**

- Diploma or attestation in administration, philanthropy, communications or other equivalent fields.
- Minimum of 2 years of experience in a philanthropic environment (an asset).
- Experience in a non-profit or religious organization (an asset).
- Strong interest in donor relations.
- Tact, diplomacy, active listening, patience and empathy.
- Strong interpersonal skills.
- Demonstrate rigour, good judgment, integrity, and discretion.
- Excellent teamwork and communication skills.
- Bilingualism (English\* and French) and excellent oral and written.
- Good knowledge of the ecclesial environment (an asset).
- Proficiency in MS Office Suite software (Word, Excel, Access, Outlook).
- Knowledge of Prodon database management software (an asset).

#### **Working conditions:**

- Temporary position, effective dates: April 20, 2026 to August 31, 2026
- Part-time: 19.5 hours/week (3 days)
- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal

Interested candidates are requested to send their CV and cover letter to Anastasia Charasidis at [rh@diocesemontreal.org](mailto:rh@diocesemontreal.org). Applications will be considered until the position is filled.

*We thank you for your interest, but only successful candidates will be contacted for interviews.*

*\*The archdiocese offers a French-language work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English. This is an essential requirement for this position to communicate with English-speaking Quebecers.*