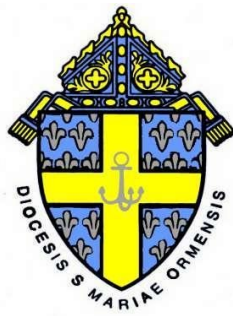


**Diocese of Sault Ste. Marie**



**Diocèse de Sault Ste-Marie**

March 1<sup>st</sup>, 2024

**Executive Assistant to the bishop**  
**of The Roman Catholic Diocese of Sault Ste. Marie, Sudbury, Ontario**

The Diocese of Sault Ste. Marie with parishes from North Bay, Sudbury, and Sault Ste. Marie and beyond requires a permanent, full time Executive Assistant to the bishop of the diocese.

This position is responsible for providing a wide variety of administrative supports to the bishop and his office.

The successful candidate will be responsible for acting as the point of contact between internal and external individuals and groups. Assisting with multiple projects, processes and professional discretion is essential.

The successful candidate should possess a post-secondary degree/diploma in Business Administration, a related field or equivalent experience.

Fluency in one official language is required and functional knowledge of the other is an asset. Organizational skills and ability to maintain confidentiality are also required. Knowledge of the Roman Catholic Church and the Diocese of Sault Ste. Marie would be beneficial.

Personal proficiency in all MS office products and Google Workspace is advantageous.

Interested applicants should reply by submitting a covering letter, resume, proof of post-secondary qualifications and the names of three professional references to:

The Diocese of Sault Ste. Marie  
Human Resources Office  
30 Ste. Anne Road  
Sudbury, ON P3C 5E1  
[hr@ssmd.ca](mailto:hr@ssmd.ca)

Salary: Competitive compensation plus a comprehensive benefit package  
(35-hour work week)