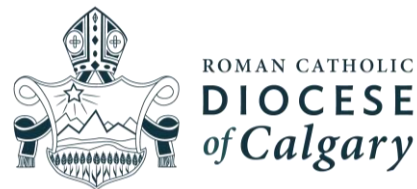


CHANCERY CLERK

Volunteer Opportunity



OVERVIEW

The Chancery Clerk will support the organization, maintenance, and retrieval of confidential chancery records and archival files. The position provides practical experience in records management and administrative support within a diocesan office environment, while maintaining the highest standards of confidentiality and professionalism.

RESPONSIBILITIES

- Assist with organizing, sorting, and filing Chancery documents and related archival records
- Prepare files for long-term storage, including labeling, indexing, and inventory preparation
- Enter and update basic records-tracking information using spreadsheets or databases
- Retrieve and refile files as requested by Chancery staff in a timely and accurate manner
- Assist with file audits to ensure records are complete, appropriately stored, and up to date
- Support digitization activities such as scanning documents and organizing electronic files
- Maintain strict confidentiality and proper handling of sensitive and personal information
- Follow Diocesan and Tribunal policies relating to records retention, privacy, and security
- Provide general clerical and administrative support

QUALIFICATIONS

- Minimum High School Diploma
- Enrollment in or completion of a post-secondary program (e.g., archives, library studies, history, records management, administration, social sciences, theology, or a related field) an asset
- Strong attention to detail and ability to work accurately with structured records
- Demonstrated ability to handle confidential and sensitive information with discretion
- Basic computer skills, including proficiency with Microsoft Word and Excel
- Strong organizational, time-management, and filing skills
- Ability to work independently and follow written and verbal instructions

HOURS OF WORK

Flexible hours from Monday to Friday; 8:30 am to 5:00 pm

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Volunteer Agreement
- Confidentiality Agreement
- Police Information Check (PIC)

- Praesidium Academy Online Abuse Prevention Program
- Sign the Agreement to Model Code of Conduct

TO APPLY

Documents required as part of the volunteer application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>

Applications should be submitted by e-mail to: humanresources@calgarydiocese.ca.