

ST. AGNES/SACRED HEART JOB OPENING

TITLE: Parish Cluster Secretary

- Part-time, Non-exempt
- 19 hours per week, Monday-Thursday 8:30 a.m. to 1 p.m.
- Pay dependent upon experience.
- Located in Parish Office at St. Agnes Church, Walker, MN
- Reports to the Pastor

SUMMARY OF POSITION: This position assists the Pastor and parish cluster staff with administrative and clerical requests as well as telephone and front desk reception for parish cluster office; secretarial support in all areas. Maintain parishioner records; prepare weekly church bulletin and process for distribution.

SUCCESSFUL APPLICANTS MUST HAVE:

- High School diploma or equivalent
- Experience with Microsoft Office including Publisher
- General Computer experience
- Experience with Google calendars, docs and sheets preferred
- Experience with secretarial duties preferred.
- General knowledge of the Catholic faith.
- Skills in public relations.
- Strong organizational skills.
- Ability to multi-task and adapt to changing schedules and priorities.
- Ability to perform word processing proficiently and hand-write legibly
- Successfully pass a criminal background check.
- Possess a valid Drivers License.

See Job Description for additional Skill and Ability requirements.

If you are interested in this position, please submit your resume to frtimothylange@gmail.com.

For questions, please call Fr. Timothy at 218-547-1054.