

Job Title: Business Administrator

Stella Maris Catholic parish, located in beautiful Northern Door County, is seeking a full-time faith-filled Business Administrator to oversee its business operations. Serving as a pivotal member of our six-site parish, including Washington Island, the Business Administrator will contribute to the vibrancy, activity, and financial stability of Stella Maris.

Requirements:

- A bachelor's degree is required, preferably in business or finance.
- Minimum of three years' experience managing office operations in a small to medium-sized organization.
- Practicing Catholic preferred
- Excellent communication skills including a listening ear.
- Proficiency in business reports and budgeting.
- Demonstrated leadership skills.
- Experience in facilities management is a plus.

Responsibilities:

- Manage day-to-day business operations of the parish.
- Collaborate with staff and volunteer groups.
- Oversee budgeting and financial reporting.
- Coordinate facilities management
- Oversee all parish staff
- Champion the mission, vision and values of the parish

Stella Maris offers a competitive wage and benefits package, along with a supportive work environment.

If you are interested in this opportunity, please submit your cover letter, resume, and professional references to Deacon Tony Abts, busmgrsmdc@gmail.com]. Applications will be accepted until March 23, 2024..

Thank you for considering joining our team at Stella Maris Catholic parish!