

TITLE: Parish Secretary/Receptionist (Part-Time)

LOCATION: Sacred Heart of Jesus (McCartyville)

STATUS: Part-time, Non-Exempt, 16 to 20 hours per week

REPORTS TO: Business Manager

PRIMARY RESPONSIBILITIES:

To provide receptionist services for the parish office; answering phone calls, electronic communications and greeting/assisting parishioners in a professional and friendly manner; to provide secretarial, clerical and record keeping services to the staff.

ADDITIONAL DUTIES (not exhaustive):

Scheduling Liturgical Ministers

Scheduling Mass Intentions

Recording and Maintaining Sacramental Record Books

Printing Sacramental Information Forms for parishioners

Scheduling of Meeting Spaces, which includes the Parish Activity Center and the Basement of the Church

Ordering and maintaining office supplies

Maintaining the Cemetery Records, which includes selling of gravesites

Anything else the Pastor and Business Manager deems necessary and appropriate in fulfilling the needs of the parish

QUALIFICATIONS FOR THE IDEAL CANDIDATE INCLUDE:

Working knowledge and skill in using personal computers and office software, specifically Microsoft Office products.

Must be well organized and have the ability to effectively and professionally communicate verbally and in writing.

Must have the ability to maintain confidentiality in all matters.

Must have basic knowledge of how a parish operates and be able to grasp quickly how the parish office functions.

Must be a practicing Catholic.

ADDITIONAL REQUIREMENTS:

Must have a high school diploma or equivalent

Must pass a background, criminal, and reference check and be fingerprinted

Must be SafeParish trained.

Must be able to pass a drug test

Must maintain confidentiality in all matters

COMPENSATION:

Will be based upon skill levels and experience.

To apply, please email resume and three references to: pastor@nw7family.com