

Parish Life Administrator

Position Name: Parish Life Administrator

Reports to: Pastor

Classification: Full time exempt

Saints James and Patrick Parish is looking to hire a Parish Life Administrator, who is a practicing Catholic, in good standing, with a bachelor's degree in theology preferred or a related field with equivalent experience.

The Parish Life Administrator functions as an integral member of the parish staff, sharing in the responsibility of the decision-making, planning and implementation of parish ministries and operations. The person in this position has knowledge of Liturgy, works at the direction of the Pastor in responding to spiritual, pastoral, educational, and administrative needs of the parish.

The Parish Life Administrator works with, but not limited to the following:

RCIA

PSR-sacramental prep

Marriage/ family life

Funerals

Mass ministries

Resource for parish groups and pastoral Council

Volunteer groups

This person has good skills in Microsoft office, multitasking, organization, communication (both verbal and written), will honor and maintain confidentiality and be able to manage interpersonal relationships with all types of people. He/she should be able to sit, stand, walk, lift objects and accept other duties as assigned.

Send resumé and cover letter to office@ssjpparish.com