**Parish Secretary** Position Available

**Resumes are being accepted until 4:00 pm August 7, 2020.**

**Job Description:**

This full-time position (M-F 7:30 am-4:00 pm) requires a mature, proactive, detail-oriented individual with above average keyboard skills, excellent organizational and interpersonal skills, with the ability to understand and follow instructions, as well as work independently. The person should possess an overall knowledge of general office procedures, familiarity with office equipment (computer, copier, fax machine) and excellent spelling and grammatical skills. The person should be proficient in Microsoft applications, most especially Word, Excel, and Publisher.

As a visible representative of the parish and sometimes the only person in the parish office, this person will need to put the interests of the parish   
first in all actions and communication with others. Professional and effective communication with priests, parishioners, vendors, committee members, and Diocesan office personnel is an ongoing necessity. The position may include some physicality, bending, climbing stairs and lifting.

This person should be self-motivated, capable of independent problem solving and decision-making. Trustworthiness, reliability, willingness to maintain confidentiality, and the ability to complete routine and delegated assignments in a timely manner are essential.

**Responsibilities include:**

* Greeting visitors and making them feel welcome
* Answering the telephone in a courteous manner, transferring calls and/or taking messages
* Preparing parish bulletin(s), inserts, and calendar, and programs
* Preparing Mass Intention cards and recording information in the Mass Intention Register
* Scheduling appointments, meetings, and events
* Maintaining sacramental registries
* Prepare sacramental certificates
* Updating parish records
* Data entry: e.g., parish census, statistics
* Maintaining cemetery records, coordinating with cemetery and funeral personnel
* Opening and routing incoming mail and preparing outgoing mail
* Preparing bulk mailings and parish-wide emails as needed
* Ordering and maintaining records of office supplies, religious supplies, and other materials
* Communicating with diocesan offices, vendors, and parishioners
* Completing forms and providing information to diocese, government, and other offices
* Following parish office and diocesan policies and procedures
* Typing correspondence, reports, memos, etc.
* Handling coordination of Criminal Record Checks for employees and volunteers
* Other related tasks as assigned