

Job Posting Form

Date Posted: June 6, 2019

Send resume to: St. Peter R.C. Church
620 Center Street
Lewiston, NY 14092

Email: secretary@stpeterlewiston.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Administrative Assistant & Office Manager

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Peter R.C. Parish, Lewiston Department Rectory

Location Address: 620 Center Street, Lewiston, NY 14092

Employer website: www.stpeterlewiston.org

Brief Job Description

The Administrative Assistant manages the day-to-day operations of the parish office and provides administrative support to the Pastor, as well as maintaining parishioner records and assisting in communication about parish activities, including the preparation of the weekly parish bulletin. The Administrative Assistant also acts as the receptionist for the parish office, answering the telephone and door, directing visitors and parishioners to appropriate staff members, and providing information concerning the parish and its organizations, programs, ministries and services.

Qualifications: Required Education/Experience

- High school diploma or equivalent required
- Must be at least 18 years old.
- Experience in an office environment and/or in working with the general public

Desired Skills

- Active, practicing Roman Catholic. Strong organizational and accurate data entry skills. Ability to multi-task. High level of confidentiality. Ability to operate under minimal supervision. Excellent communication and interpersonal skills. Proficient in Microsoft Word, Publisher and Excel. Familiarity with PDS Church Office is helpful.

E.O.E.

By Mail E-Mail

How to Apply: Applications will be accepted on an ongoing basis until the position is filled.