

Job Posting Form

Date Posted: 6/11/19

Send resume to: business-manager@sspvhamburg.org

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

Job Title of Open Position: Parish Secretary I

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

Employer: SS Peter & Paul Church Department Rectory

Location Address: 66 E. Main St., Hamburg, NY 14075

Employer website: www.sspvhamburg.org

Brief Job Description

Core duties include the weekly entering and posting of all parish contribution data, maintenance and upkeep of all parish and parishioner files and records, staff, parishioner and family communication, backup for weekly parish bulletin and event scheduling, general secretarial, office and clerical duties.

Qualifications: Required Education/Experience -

- High School Diploma or equivalent, minimum
- Minimum 1 yr office administrative experience
- Computer literate with a minimum of 1 yr PC experience with MS Windows 10 & MS Office apps
- PDS Church, ACS or other church management software is a plus

Desired Skills

- Previous experience with PDS Church software
- Must be detail oriented, self-motivated and able to maintain confidentiality.
- Excellent interpersonal skills (written and verbal) with a professional, pleasant demeanor.
- Must be familiar with MS Windows 10, MS Office (Word, Publisher, Excel), the ability to quickly learn new apps.
-

E.O.E.

How to Apply: E-Mail as above, no later than 7/12/19