

## Job Posting Form

Date Posted: 7/29/19

Send resume to: Barbara Maloney  
Director of Family Ministry  
Queen of Heaven Parish  
839 Mill Rd.  
West Seneca NY 14224  
fax: 716-674-2793  
email: barbara@qofhchurch.org

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

Job Title of Open Position: Family Ministry Administrative Assistant

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

Employer: Queen of Heaven Church Department Youth & Family Ministry

Location Address: 839 Mill Rd. West Seneca NY 14224

Employer website: www.qofhchurch.org

### **Brief Job Description**

Queen of Heaven Parish is seeking an Administrative Assistant to provide administrative and clerical support for the Family Ministry Department. The Administrative assistant is responsible for all clerical functions of the office, overseeing student registration and attendance, maintaining a database with current contact information for all families and catechists, scheduling substitutes and Children's Liturgy of the Word catechists, keeping a current volunteer database, and other duties as needed to assure smooth running of the department. This is a 12 month position, 30 hours per week, including weekend and evenings.

### **Qualifications: Required Education/Experience**

- 3-5 years in a general organizational setting with secretarial experience; faith formation experience helpful but not required; an understanding or appreciation of the Catholic Faith and the Gospel mission

### **Desired Skills**

- excellent written and oral communication skills whether person to person, email or telephone; mature, confident, friendly and empathetic disposition with strong interpersonal skills; proficient in Microsoft Office, knowledge of or willingness to learn PDS Formation, and working knowledge of various audio-visual equipment; well organized, able to multitask and effectively work as part of a team; strong orientation towards service is essential; experience handling confidential, sensitive, timely matters using good judgment, respect and discretion

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **until filled**