

Job Posting Form

Date Posted: August 20,2019

Send resume to: CindyS@saintbopny.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Administrative Assistant

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

Employer: Saint Bernadette RC Church Department Rectory Office

Location Address: 5930 S. Abbott Road PHONE: 716-649-3090

Employer website: CindyS@stbopny.org FAX: 716-649-0211

Brief Job Description

Maintain Facebook and social media outlets, provide secreterial services, provide funeral ministry support, assist with Liturgical celebrations, coordinate bulk mailings for parish, assist parish ministries with special events as needed.

Qualifications: Required Education/Experience

- Prior office experience preferred with general office skills, Communications background preferred

Desired Skills

- Strong social media knowledge, able to work flexible hours, comprehensive knowledge of the Catholic faith, proficient with proof reading and editing skills.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **8/24/2019**