

Job Posting Form

Date Posted: 08/30/2019

Send resume to: Pastor, All Saints Parish, 76 Church Street, Lockport
NY 14094 or office@allsaintslockport.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 30 - 35 Full-Time:

Job Title of Open Position: Parish Secretary

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

Employer: All Saints Parish Department Office

Location Address: 76 Church Street, Lockport, NY 14094

Employer website: www.allsaintslockport.org

Brief Job Description

The parish secretary greets visitors and callers, prepares the weekly bulletin, maintains the parish-wide calendar, coordinates use of parish facilities across two campuses, maintains parish census, assists in planning funeral and other special liturgies, assists in maintaining social media presence and provides assistance to the Pastor, Business Manager and Faith Formation Coordinator.

Qualifications: Required Education/Experience

- High school diploma
- Minimum five years' experience in and office or customer-relations setting
- Proficiency in Microsoft Publisher

Desired Skills

- Ability to maintain confidentiality
- Proficiency with Microsoft Office, Parish Data Systems and social media sites
- Knowledge of the Catholic faith
- Ability to multi-task in a fast-paced environment
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E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **09/16/2019**