

Job Posting Form

Date Posted: 9/18/19

Send resume to: Fr. Richard Poblocki

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

Job Title of Open Position: Secretary

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

Employer: St Josaphat Parish Department _____

Location Address: 20 Peoria Ave, Cheektowaga, NY 14206

Employer website: _____

Brief Job Description

St Josaphat Parish in Cheektowaga, NY is searching for a Secretary for our parish office. The responsibilities of this position include answering phones, greet and assist visitors and parishioners, maintain church data base, calendar, files and sacramental records, and assist Pastor.

Qualifications: Required Education/Experience

- High school diploma or GED with minimum 2 years experience.

Desired Skills

- Must be proficient in Microsoft Office products.
- Ability to organize, prioritize, complete projects, and meet deadlines.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.
- PDS software experience a plus.

E.O.E.

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