

Job Posting Form

Date Posted: 11/12/2018

Send resume to: Marie Schwab, Business Manager
mschwab@saintchris.org

Please send the following via email:

- Cover letter
- Résumé
- Completed Universal Job Application found at:
<https://www.buffalodiocese.org/file-library/100000/ParishSchoolUniformEmploymentApplication92015.pdf>

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 37.5 Full-Time:

Job Title of Open Position: Parish Receptionist

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

Employer: St. Christopher Roman Catholic Church Department

Location Address: 2660 Niagara Falls Boulevard, Tonawanda, NY 14150

Employer website: www.saintchris.org

Brief Job Description

St. Christopher Roman Catholic Church in Tonawanda, N.Y. is searching for a Receptionist for our parish office. The responsibilities of this position include answering phones, greet and assist visitors and parishioners, maintain church database, calendar, files, and sacramental records, and assist Pastor and Business Manager when needed.

Qualifications: Required Education/Experience

- High school diploma or GED with a 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**