

Job Posting Form

Date Posted: 11/20/18

Send resume to: hr@ourladyofvictory.org

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

Job Title of Open Position: Religious Education Secretary

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

Employer: Our Lady of Victory National Shrine Department Religious Education

Location Address: 767 Ridge Road Lackawanna, NY 14218

Employer website: www.ourladyofvictory.org

Brief Job Description

Collect tuition funds, prepare deposit, and keep appropriate records.

Setup and maintain both electronic and paper files for all records, correspondences and other important information.

Maintain Sacramental books and track all student data with appropriate personnel.

Answer all incoming phone calls providing information to caller or transfer call to proper staff member.

Arrange and schedule all conferences and reservations related to office personnel.

Greet all visitors and direct them to proper personnel.

Compose, type, and distribute meeting minutes, routine correspondences and standard reports.

Attach proper files to correspondences that require a reply.

Distribute newsletters, promotional material and any other necessary information.

Maintain event calendars.

Conduct information searches using available resources including the internet.

Order and dispense supplies as needed.

Participate as a team player with committees while assisting to manage projects.

Schedule appointments and provide confirmation for the Director.

Provide information on Orientation to new personnel and volunteers.

Review and check documents as assigned for proper spelling, grammar and formatting. Suggest revisions to be made.

Open, close and prepare all classrooms for religious education classes.

Provide copies of correspondences and other materials as needed.

Be able to work additional evenings and weekends when needed for sacraments.

Qualifications: Required Education/Experience

- Strong communication and interpersonal skills
- Demonstrated skills in confidentiality
- Proven ability to effectively interact with Parents, Colleagues, and Volunteers
- Proficient in Microsoft Office Suite
- Proficient in Basic Office Equipment Operation, ex: copier, fax machine, phone systems
- Understanding of Faith Formation and Parish Office programs, preferred
- Virtues Certified by the Catholic Diocese of Buffalo, mandatory, will be trained

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **12/31/18**