

Job Posting Form

Date Posted: December 9, 2020

Send resume to: Rev. Robert Gebhard
Blessed Trinity Catholic Church
317 Leroy Ave.
Buffalo, NY 14214
Email: blessedtrinitychurch@gmail.com

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 12 Full-Time:

Job Title of Open Position: Secretary/Receptionist

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

Employer: Blessed Trinity Catholic Church Department _____

Location Address: 317 Leroy Ave., Buffalo, NY 14214

Employer website: blessedtrinitybuffalo.org

Brief Job Description

The Secretary is responsible for clerical and administrative support to the Pastor and parish staff.

Essential Duties and Responsibilities

- Answers the telephone and directs calls appropriately
- Prepares weekly bulletins
- Does photocopying
- Manages Mass intentions
- Handles correspondence
- Maintains Sacramental and other records
- Maintains parish calendar
- Submits staff time sheets to Catholic Center

Qualifications: Required Education/Experience

- High School diploma or GED
- Minimum: 1 year of secretarial experience

Desired Skills

- Ability to use PDS and other computer software
- Ability to use multifunctional telephone system
- Ability to maintain confidentiality
- Good interpersonal skills
- Good organizational skills

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **Dec. 31, 2020**