

Date Posted: 4/22/21

Send resume to: Rev. Gregory Faulhaber
Queen of Heaven Church
4220 Seneca St.
West Seneca, N.Y. 14224
frgreg@gofhchurch.org

Type of Employment: Full-Time: 30-35 hours per week

Job Title of Open Position: Administrative Assistant

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

Employer: Queen of Heaven Parish Department: Office

Location Address: 4220 Seneca St., West Seneca, N.Y. 14224

Employer website: www.gofhchurch.org

Brief Job Description

The Administrative Assistant works as a member of the rectory administrative team to insure the needs of the parish and parishioners are met in a timely and effective way.

Essential Duties & Responsibilities

- Answering phones, email, and relaying messages
- Maintain the parish's database system, making changes & updates as needed
- Responsible for collection and recording of tuition for the school
- Maintain parish calendar
- Maintain an inventory of needed office supplies
- Register parishioners, maintain Mass intention book, and perform other secretarial functions.
- Perform other duties as assigned.

Qualifications: Required Education/Experience

- High School Diploma or GED required; Associate's Degree strongly preferred
- 2 years of experience in office administration preferred

Desired Skills

- Strong people and communication skills to work with and interact with other staff members, parishioners, volunteers and the general public
- Good computer skills with proficiency in Microsoft Word and Excel
- Self-motivated and have an ability to work independently without supervision
- Have excellent organizational skills with attention to detail
- An ability to meet deadlines, multi-task, prioritize and maintain confidentiality
- Verbal and written proficiency with grammar and editing skills
- Dedicated to service of the church

How to Apply

By Mail as above

By email: frgreg@gofhchurch.org and ann@gofhchurch.org

No later than May 8, 2021.