

**Job Posting Form  
(Parish & School Positions)**

Please complete all areas and return to [jconti@buffalodiocese.org](mailto:jconti@buffalodiocese.org)

Date Posted: \_\_\_\_\_

Send resume to:

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

Job Title of Open Position: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Department \_\_\_\_\_

Location Address: \_\_\_\_\_

Employer website: \_\_\_\_\_

**Brief Job Description**

**Essential Duties & Responsibilities**

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**Qualifications: Required Education/Experience** - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

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**Desired Skills**

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E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than \_\_\_\_\_

**Note:** In addition to the Diocesan website, you can post your job postings on Indeed at [www.indeed.com](http://www.indeed.com), free on the Western New York Association of College Careers Center, Inc. (WNYACCC) at [www.wnycollegeconnection.com](http://www.wnycollegeconnection.com) NYS Job Bank website <https://newyork.usnlx.com>. Craigslist at <https://buffalo.craigslist.org> will charge \$25 per post, per category. Also, place in your bulletin and surrounding parish's bulletins.