

Date Posted: January 27, 2021

Send resume to: immaculateconceptionea@verizon.net

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 21 Full-Time:

Job Title of Open Position: Parish Secretary – part time

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

Employer: Immaculate Conception Parish Department Parish Office

Location Address: 520 Oakwood Ave – East Aurora, NY 14052

Employer website: https://icchurchea.org

### **Brief Job Description**

Immaculate Conception Parish in East Aurora is looking to hire a part-time, Parish Secretary to work 21 hours per week. The schedule will be Monday, Wednesday, and Thursday 8:30am – 3:30pm.

### **Essential Duties & Responsibilities**

- Answering phones, emails, and relaying messages
- Collection – Reconciling and making deposits
- Tuition – Responsible for contracts and collection of tuition for the school
- Scheduling Ministers for masses
- Sell Scrip and handle mass cards

### **Qualifications: Required Education/Experience**

- High School Diploma or GED required

### **Desired Skills**

- Strong organizational, planning, and time management skills
- Microsoft Office – Outlook, Word, Excel, and Publisher
- Ability to maintain confidentiality
- Must be extremely reliable, trustworthy, and punctual

E.O.E.

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