

Job Posting Form

Date Posted: 4/14/2021

Send resumes to: Fr. Ross Syracuse
Fr.ross@verizon.net

Type of Employment: Part-time, 28-30 hours/week

Job Title of Open Position: Parish Secretary

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

Employer: St. Francis of Assisi Parish Department Office

Location Address: 4263 St. Francis Dr. – Athol Springs, NY 17075

Employer website: www.stfrancischurch.us

Brief Job Description

The Parish Secretary will be responsible for such tasks (but are not limited to) maintaining the parish census information and sacramental records, ministry scheduling, recording contributions, preparing the weekly bulletin, answering the phone, welcoming those who come to the office, scheduling Mass intentions.

Desired Skills

- MS Word experience required
- Ability to learn Parish Data Systems (PDS)
- Excellent written and verbal communication skills
- Detail oriented
- Ability to work both independently and as part of a cohesive team
- Confidentiality is required

Required Education/Experience

- High School diploma or GED required
- Basic understanding of parish life is required
- Experience in a parochial setting is strongly preferred
- Must have general computer knowledge and experience with MS Office, specifically Word

E.O.E.

How to Apply: Email resumes to Fr. Ross Syracuse at fr.ross@verizon.net no later than May 15, 2021