PARISH ADMINISTRATOR

St. Mary of the Assumption Church, Lancaster Ohio is seeking a full-time Parish Administrator. This is a salaried position.

The Administrator will have a close working relationship with the Pastor. This position requires management skills, flexibility, the ability to multi-task and set priorities. The position also requires moving about the parish facilities, including the cemetery.

Job Requirement / Education / Training / Experience / Responsibilities (not limited to)

- Bachelor’s Degree
- 2 – 5 years Administrative/Financial experience (preferred but not mandatory)
- Supervision of parish staff (Supervisory experience preferred)
- Must be familiar with and competent MS Office (Word, Excel )
- Ability to communicate effectively and project a positive image
- Ability to work well with others
- Attend parish meetings as necessary (including some evenings)
- Maintain all information in a highly confidential manner
- Schedule and coordinate maintenance for the parish facilities
- Oversee the operations of St. Mary Cemetery
- Practicing Catholic

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS “Protecting God’s Children” program. Salary is commensurate with education and experience. We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

A copy of the job description is available upon request. Resumes and three (3) references, both personal and professional, may be e-mailed to jogilvie@stmarylancaster.org no later than February 14, 2020.