SAINT JOSEPH CATHOLIC CHURCH, PLAIN CITY

Date: January 27, 2020
Deadline: February 12, 2020
Position: Parish Secretary
Status: Part-time-20 hours per week
Parish: Saint Joseph, Plain City
Practicing Catholic Required: Yes

Summary of the Position: Saint Joseph Catholic Church, Plain City, is looking for a qualified individual to serve as the Parish Secretary. This is a part time position requiring approximately 20 hours per week. The Secretary position provides support to the day-to-day operations of the activities of the Parish. This position offers the flexibility and opportunity to make use of particular gifts and talents of the individual such as computer skills, programming, and scheduling of various ministries. The position is expected to use personal judgment in carrying out routine duties and responsibilities at the Parish.

Position Responsibilities:
1. Coordinates the clerical aspects of the Parish Office.
2. Purchase office needs in a cost conserving method.
3. Responsible for coordinating sacristy and church readiness.
4. Coordinates and produces weekly Parish bulletin.
5. Coordinate and schedule spiritual programs.
6. Performs customer service functions by answering parishioners’ requests and questions.
7. Schedules meetings and follow-up as needed or requested.

Qualifications for the position: An understanding of communications and the Catholic perspective; excellent communication skills; the ability to serve others; must be courteous at all times; must be flexible to adapt to changing needs; the ability to work with others in a collaborative team environment; and the ability to read and comprehend simple instructions, write short correspondence, and memos.

Experience: A minimum of two years prior experience in an office setting is required; keyboard and computer experience required.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course. Salary is commensurate with education and experience.

Send cover letter, resume, and references to Fr. Joseph Trapp, Pastor at FrJTrapp@saintjosephplaincity.com.

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