

Jackson Vinton Catholic Consortium
Serving the parishes of
Holy Trinity, Jackson; St. Sylvester, Zaleski; Sts. Peter and Paul, Wellston
Employment Opportunity
June 2021
Secretary

Jackson Vinton Catholic Consortium is currently seeking a part-time Secretary for the Consortium office. The Secretary serves as an information resource at the consortium office and assists with various administrative and clerical needs of the office staff and community members. The position requires a friendly and welcoming personality and the ability to work with standard office equipment and programs including but not limited to Word, Excel, Parish Soft, Parish Data System. You can find the full job description at the consortium website www.jacksonvintoncatholic.org.

Job offer is contingent on the successful passing of the mandatory background screening and registering for the VIRTUS “Protecting God’s Children” program prior to beginning work.

To apply, please submit a resume to office@jacksonvintoncatholic.org. Or mail resume to Jackson Vinton Catholic Consortium, c/o Diane Blankenship, 227 S. New York Ave., Wellston, OH 45692.