Position Description: The church secretary handles a wide range of office tasks, from filing to answering phones to responding to emails, and also acts as a liaison between the parishioners and church’s administrative branch. The position also acts as an executive assistant to the Parish Priest. The position is located in Marrero, LA at St. Joachim Catholic Church. Please send resume, cover letter, and list of references to mthibodaux@stjoachimmarrero.org. Applications will be accepted until the position is filled.

Essential Duties and Responsibilities:

- Answers phone calls in the church office
- Completes clerical tasks as necessary, including typing, filing, and copying
- Reads and responds to emails
- Welcomes visitors, addresses questions, and assists them with any problems
- Refers visitors and parishioners to pastors or other administrators when necessary
- Assists in planning church events
- Creates, updates, and helps distribute church event calendar
- Distributes mail that is delivered to parish office to the proper employees
- Acts as liaison to other volunteer organizations and church-affiliated committees
- Maintains all church records, such as information regarding baptisms and marriages
- Schedules meetings for church office employees
- Attends parish meetings, takes minutes, and distributes minutes to the proper channels
- Assists in writing, editing, printing, and distributing the weekly church bulletin
- Arranges details for weddings, funerals, baptisms, and any other events that require the use of the church itself
- Assists in hiring and scheduling junior secretaries, church volunteers, or student workers in the parish
- Maintains the in-office calendar and keeps staff up-to-date on upcoming meetings and events
- Assists finance manager in preparing payroll information, distributing checks, and maintaining office financial records
- Sends out church mailings
- Orders office supplies when necessary
- Keeps office clean and orderly

Required Knowledge, Skills, and Abilities:

- Demonstrates the ability to clearly and effectively communicate information to parishioners and visitors
- Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office
- Is friendly and courteous, and works well with a wide range of different personalities
- Possesses knowledge of publishing, word processing, and financial computer software, including Word, Excel, Publisher, and Adobe
- Exhibits strong organizational and time management skills
- Pays close attention to detail
- Demonstrates familiarity with website building and HTML
- Is capable of efficiently multitasking on a regular basis
- Has the ability to think creatively, for purposes of designing the website, and other widely distributed church materials

Education and Experience:
- Minimum of high school diploma required
- Associates or Bachelor’s degree recommended
- Basic office work experience required

**Work Environment:**

- The majority of the workday will be spent in an office setting
- Light cleaning and lifting is required