

Sacred Hearts Position Openings

Administrative Assistant position, full-time (M-Th 8am-3pm; Friday 8am-Noon).

This position is responsible for the administrative functions of the parish, including but not limited to: answering all incoming calls, assisting walk-in visitors, supporting the pastor and other parish staff in their ministries, preparing the weekly bulletin, maintaining sacramental files, maintain facility schedules, event coordination, and projects and other duties as assigned.

The ideal candidate is organized, responsible, able to multitask, friendly, positive, welcoming, and a practicing Catholic. The candidate must maintain confidentiality and possess excellent communication and computer skills.

Benefits and salary commensurate with experience. Please send a cover letter and resume along to Fr. Tom Kelley, Thomas.kelley@shjmp.org or 221 Columbus St, Sun Prairie, WI 53590 by Nov 12th.

Maintenance Manager position, full time (40-45 hours per week)

This position provides service and maintenance for the Sacred Hearts campus (Church, Rectory, Parish Center, School, Daycare & Duplex) both grounds and facilities. The person is responsible for maintenance functions including but not limited to: performing regular inspections of all buildings and grounds, contacting contractors for services when needed, coordinating special projects with the pastor and ministry staff, directing the maintenance team, special event setup and take down, maintaining sidewalks during winter when needed, mowing and grounds maintenance during the summer, ordering and maintaining supplies, and projects and other duties as assigned.

Physical requirements include being able to lift 50 lbs, climb ladders and stairs, stoop, kneel, and bend as well as have hand-eye coordination and manual dexterity.

Benefits and salary commensurate with experience. Please send a cover letter and resume along to Fr. Tom Kelley, Thomas.kelley@shjmp.org or 221 Columbus St, Sun Prairie, WI 53590 by Nov 12th.