Parish Secretary, Part-Time
St. Thomas More Parish, Narragansett

St. Thomas More Parish is seeking a part-time secretary, 30 hours per week, plus benefits. Responsibilities will include but are not limited to providing secretarial and clerical support for the parish office, greeting visitors, handling telephone calls, designing weekly bulletins, scheduling Masses, and assisting with other office duties as needed. The secretary will maintain accurate records and files, including sacramental records.

Candidates should be proficient with computers and Microsoft Office, including Word, Excel, and Publisher. The applicant should have a general knowledge of the Roman Catholic Faith. Interested applicants should email a cover letter & resume to:

Rev. Marcel L. Taillon

stmbamford@gmail.com