

PART-TIME PARISH SECRETARY

Saint Catherine of Siena Church in Farmingdale, NJ

is seeking a part-time parish secretary to work closely with the Pastor. Some of the responsibilities for this position include: general office duties like answering phones, greeting and referring visitors, distributing mail, and typing correspondence. In addition, this individual will also be responsible for: maintaining mass schedules, preparing the weekly bulletin, accurately recording and filing existing parishioner and sacramental records, updating and maintaining the parish census data.

Qualifications for this position include: a minimum of 3 to 5 years of previous secretarial experience. The ideal candidate will need to be welcoming and must have a helpful and pleasant demeanor with all callers and visitors; excellent communication and interpersonal skills; and above-average proficiency with MS Word, Excel, Publisher and Adobe.

Saint Catherine of Siena is an equal opportunity employer. For prompt consideration, interested candidates should fax or e-mail your complete resume and cover letter, with salary history and references to:

Saint Catherine of Siena Church

31 Asbury Road, Farmingdale, NJ 07727

Fax: 732-936-3260 • Email: passociate@sienachurch.org