

Full Time Position Minister of Evangelization and Marketing (MEM)

St. Mary of the Lakes - Medford, NJ

St. Mary of the Lakes in Medford, a parish of 4,200 families with a school of 275 students, is seeking a full time Minister of Evangelization and Marketing (MEM). The MEM oversees all aspects of marketing and communication for St. Mary of the Lakes Church and School (SMLCCS), including web, publications, media and video. The successful candidate holds a Bachelor's Degree and a minimum of five years experience. Must be creative, organized, pay attention to detail, and able to complete assignments with reasonable turnaround. The MEM's objective is to increase, through effective evangelization and marketing, the number of practicing Catholics registered at St. Mary of the Lakes, increase the number of those who register at St. Mary of the Lakes, and to improve enrollment in St. Mary of the Lakes School. Benefits and salary commensurate with experience. Submit salary requirements. Interested candidates are asked to submit their resume and portfolio no later than November 11, 2017 to:

**Rev. Daniel F. Swift, Pastor,
40 Jackson Rd., Medford, NJ 08055,
at the Parish Office,
or email SMLjobpost@smlparish.org.**

2x4"

Full Time Administrative Assistant

St. Mary of the Lakes Parish - Medford, NJ

St. Mary of the Lakes in Medford, a growing parish of 4,200 families with a school of 275 students seeks two full-time dynamic Administrative Assistants for the parish office. Associate's Degree preferred and a minimum of three years experience. Candidates must have strong telephone, interpersonal and organizational skills. Ability to multi-task in a fast-paced environment. Responsibilities include: setting up and maintaining web based office calendar, ordering supplies and materials, producing reports with church specific software, church mailings, along with other administrative responsibilities. Provides assistance to parishioners and church ministries and supports Pastor and staff in their roles. The qualified candidate must have exceptional knowledge of Microsoft Office Suite software (Word, Excel, Outlook and Publisher). Knowledge of data base systems is a plus. Benefits and salary commensurate with experience. Submit salary requirements. No telephone calls will be accepted. Qualified candidates should submit their letter of interest and resume by November 11, 2017 to:

**Ms. Susan Kraemer, Business Administrator,
St. Mary of the Lakes at smlsk@smlparish.org.**

Please include SML#2193 on the email subject line for your resume to be considered.

2x4.25