

St. Catherine of Siena, Farmingdale, Seeks Part-Time Secretary

St. Catherine of Siena Catholic Church, Farmingdale, is seeking a part-time secretary to provide support and assistance to the Director of Religious Education in all aspects of the Religious Education Program. Some responsibilities include receiving/placing telephone calls and typing memos and other forms of communication, such as mass e-mail distribution. This individual will also be responsible for handling of student registration and tuition, creating classroom and attendance reports, and assisting volunteer catechists, accurately maintaining sacramental requirements and VIRTUS® fingerprinting records, as well as preparing and organizing sacramental retreats.

Qualifications for this position include a minimum of 3 to 5 years of Religious Education secretarial experience. The ideal candidate will have a helpful, pleasant demeanor with all callers and visitors; possess strong organizational skills; be a creative self-starter with excellent communication and interpersonal skills; have above-average proficiency with MS Word, Excel; and a willingness to learn and develop aptitude in the parish and RE tracking databases.

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

**St. Catherine of Siena Catholic Church
31 Asbury Road Farmingdale, NJ 07727
E-mail: passociate@sienachurch.org**