

Job Posting For Parish Secretary
St. Francis of Assisi Parish
Athol Springs (Hamburg), NY
716-627-2710

Date Posted: April 14, 2021

Send resume to: Fr. Ross Syracuse (fr.ross@verizon.net)

Type of Employment: Part-Time: 28-30 hours per week

Job Title of Open Position: Parish Secretary

Salary: Commensurate upon experience/education Salary will be: hourly

Employer: St. Francis of Assisi Church

Location Address: 4263 St. Francis Drive / Hamburg, NY 14075 (Athol Springs)

Employer website: stfrancischurch.us

Brief Job Description

(See below)

Essential Duties & Responsibilities

The basic tasks consist of (but are not limited to) maintaining the parish census information and sacramental records, ministry scheduling, recording contributions, preparing the weekly bulletin, answering the phone, welcoming those who come to the office, scheduling Mass intentions.

Qualifications: Required Education/Experience - Associate's or Bachelor's Degree. A basic understanding of parish life is necessary and experience in a parochial setting is highly desired.

Desired Skills

It will be important for one to be comfortable working with a computer, Microsoft Word or Word Perfect, knowledge of or willingness to learn Parish Data System (PDS), good personal skills, attention to details, willingness to work as a team, confidentiality, etc.

How to Apply: By Email to: fr.ross@verizon.net, no later than May 15, 2021

Parish Telephone: 716-627-2710