

**Job Title:** Office Assistant  
**Reports to:** Pastor  
**Parish:** Sacred Heart Catholic Church, Lombard, IL  
**Position:** Part-time, No Benefits

### **Position Summary**

Sacred Heart Catholic Church is looking for a Part-time Office Assistant to handle clerical tasks in the parish office. The ideal candidate has a deep reverence for the Catholic faith, is cheerful and welcoming, self-motivated, attentive to details and can manage a variety of office support tasks. The Part-time Office Assistant must support the mission and purposes of the Roman Catholic Church, parish, and the Diocese of Joliet.

### **Duties and Responsibilities**

- Open the office each day
- Answer the door
  - Welcome and direct visitors
  - Accept deliveries
- Sort and deliver incoming mail and process regular outgoing mail.
- Organize the clerical needs of the sacristy
- Be responsible for bulletin design
- Coordinate funerals and baptisms
- Schedule Mass intentions
- Update the parish website
- Order office supplies
- Document sacraments in parish registry
- Assisting with parish database updates
- Other duties as assigned.

### **Requirements**

- Must support the mission of the parish and Diocese of Joliet
- High school graduate required
- Computer proficiency in MS Office
- Strong customer service skills.

### **Schedule**

Hours of operation for this position:

- Monday and Tuesday, 9:00 a.m. – 4:00 p.m.
- Wednesday, 1:00 – 4:00 p.m.
- Friday, 9:00 a.m. – 12:00 p.m.

***If you are interested in this position, please send a cover letter and resume to [ahinley@shclombard.org](mailto:ahinley@shclombard.org)***