

Job Title – Parish Secretary

Hours – Part-time, unbenefited, 15-20 hours per week

Parish – St. Joseph Catholic Church, 207 S. Main St., Manteno, IL

Start a Great Career with a Great Purpose!

We, the family of St. Joseph Parish, redeemed by Christ's death and resurrection and strengthened by His Sacraments and Gospel, accept our calling to follow Him and let His light shine through us to all.

In this role, You will...

- Maintain parish database, parish calendar and sacramental records.
- Schedule Mass intentions.
- Maintain and organize a filing system for parish documents.
- Answer phone calls.
- Welcome/assist/direct visitors and parishioners.
- Provide secretarial and office support to Pastor and parish staff.
- Participate regularly at parish staff meetings.
- Respond to parish emails in a timely fashion.
- Handle rental of parish hall.
- Order office/parish supplies.
- Other duties as assigned.

Required Qualifications

- Several years' experience working in an administrative role.
- Excellent communications and other interpersonal skills; must work well with others.
- Experience using Microsoft Office (Word, Excel, Publisher).
- Ability to prioritize, organize and have focus/attention to detail.
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet

Preferred Qualifications

- Experience working with basic office equipment.
- Adaptable to new responsibilities and handling projects effectively.

Physical Demands

While performing the duties of this job, the employee is required to sit, reach with hands and arms, and talk or hear. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

If interested in this amazing opportunity, please send a resume, cover letter and salary requirements to the stjosephmanteno@gmail.com