

Parish: St. Luke Parish, Carol Stream, IL
Job Title: Administrative Assistant
Reports To: Pastor
Position: Part-time, 2-3 Days Per Week, Non-exempt

Job Purpose

St. Luke Parish is seeking to hire an administrative assistant to support the parish priest. This administrative assistant will work two to three days a week. We are looking for a candidate who is good at multi-tasking and who has an outgoing personality.

I. Duties & Responsibilities:

- Helping the priest as needed with appointments and other requests
- Knowledge of Microsoft Office – Word, Publisher, Excel and willingness to learn church database software
- Answering phones, typing and printing the bulletin
- Managing the parish calendar
- Maintaining the parish social media accounts (Instagram & Facebook) as well as the parish website
- Scheduling Mass intentions and providing Mass cards
- Compiling sacramental documentation and scheduling dates of sacraments
- Ordering liturgical and office supplies
- Registering new parishioners in church database
- Emailing prayer intentions to Windsor volunteers on a weekly basis
- Completing and submitting required forms/reports for the Diocese of Joliet
- Working with Religious Education staff; handling all paperwork for the Religious Education program
- Other duties as assigned.

II. Education/Qualifications:

- High School Diploma, some college preferred.
- Must support the mission, philosophy, objectives and policies of St. Luke Parish, the Catholic Church and the Diocese of Joliet

We are looking to fill this position as soon as possible. If you are interested in this wonderful opportunity, please email your cover letter and resume to parishofficestluke@gmail.com