

Title: Parish Secretary and Ministry Coordinator
Parish: St. Scholastica Parish, Woodridge IL
Reports To: Business Manager
Position: Part-time, Unbenefited, Non-Exempt
Work Schedule: Monday – Friday, 29 hours to be determined

Position Summary

Our St. Scholastica Parish Secretary and Ministry Coordinator is ideal for a service-oriented professional who excels in a fast-paced ministry environment. The position requires strong organizational, communication, and computer skills, the ability to manage multiple responsibilities while remaining present and compassionate in serving others, and a commitment to confidentiality and sound judgment. The parish staff functions as a team, supporting each other in our service to the all parish ministries.

Essential Duties & Responsibilities

- Warmly welcoming all guests into their parish offices, meeting each one according to their needs, and serving them as appropriate
- Manage through timely responses all mail, emails, phone and correspondence of the parish
- Coordinate Funeral and Baptism Celebrations
- Coordinate with ministry leaders, volunteers, and parish staff to support parish events
- Scheduling Priests for liturgical celebrations
- Maintain Parish Census Database and Calendar
- Assist parish treasure counters ministry and do parish bank deposits
- Stock an organized, efficient and grateful office for staff and visitors including office supplies, coffee supplies and treats
- Participate in Parish Community Events as visioned collectively by the parish staff
- Support Parish project and ministry programs

Qualifications & Education

- Demonstrates a strong commitment to serving others above self-interest, approaching every interaction with compassion and professionalism.
- Thrives in dynamic, fast-paced environments, effectively multitasking while remaining attentive to the people and ministry opportunities that arise through daily interruptions.
- Proficient in Microsoft Office and other computer applications, with the aptitude and willingness to quickly learn new software and technologies.
- Possesses strong organizational and systems management skills, with the ability to prioritize tasks and successfully manage multiple responsibilities.
- Excellent verbal and written communication skills, complemented by a welcoming, professional, and service-oriented demeanor.
- Committed to supporting the mission, philosophy, objectives, and policies of the Roman Catholic Church and the Diocese of Joliet.
- Exercises sound judgment, maintains strict confidentiality, and handles sensitive situations with discretion and integrity.
- High school diploma or equivalent required; college degree or relevant coursework preferred.
- Multi-lingual is a great plus for our ethnically diverse parish

Core Competencies

- Faith-Driven Motivation: Demonstrates a strong commitment to supporting the mission of the Catholic Church and fostering a culture of excellence and hospitality.
- Organizational Excellence: Highly organized, detail-oriented, and capable of establishing efficient systems and processes.
- Proactive Support: Anticipates needs, exercises initiative, and provides practical, thoughtful solutions.
- Confidentiality & Discretion: Handles sensitive pastoral, personnel, financial, and operational matters with professionalism, integrity, and sound judgement.
- Servant Leadership: Exhibits warmth, approachability, humility, and a genuine spirit of service toward the Pastor, staff, volunteers, and parishioners.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

Salary Range

\$16.00 - \$18.00 per hour, depending on experience and skills

Benefits

Paid personal leave days

Thank you for considering our important position. Please send your resume and cover letter to parishoffice@stsparish.org.