

Title: Parish Secretary
Parish: St. Joan of Arc Church and School, Lisle, IL
Reports To: Business Manager
Position: Full-time, benefited, non-exempt
Work Schedule: Monday – Friday, 8:00 am – 5:00 pm

Position Summary

St. Joan of Arc Church and School is seeking to hire a Parish Secretary. 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 all the parish ministries.

Essential Duties & Responsibilities

- Answer phones and greet visitors; interact with parishioners to assist them with the services needed, explaining requirements, overseeing forms for accuracy and completeness, etc.
- Maintain sacramental records and parish pastoral records and compile data for annual Kenedy and parish attendance reports
- Coordinate new parishioner registration and welcome packages
- Maintain and update parishioner information in Our Sunday Visitor (OSV) and ParishSOFT Family Suites. Order collection envelopes for new parishioners
- Coordinate funerals, chapel services, and committal services with Funeral Homes
- Schedule baptisms and weddings, providing requirements, information and paperwork
- Coordinate and maintain visiting celebrant schedule for masses, funerals and confessions
- Handle calls for emergency anointing during business hours
- Assist Parochial Administrator/Pastor with general administrative duties and special projects; ability to take dictation is helpful
- Maintain staff list, birthday and Christmas card lists; send staff birthday cards
- Order and organize general office and staff kitchen supplies
- Process all Sunday offerings and second collections; post gifts to donors' accounts in ParishSOFT Family Suites; assist with annual mailing of donor statements
- Coordinate parking tag program administration
- Prepare tamperproof bags for weekend collections and maintain bag tracking form
- Maintain key inventory and manage access cards for the parish center and Adoration Chapel
- Oversee Adoration Chapel scheduling
- Prepare prayer aids for Monday Morning Prayer and Brothers in Christ Saturday meetings
- Organize and maintain the reception area and copy room
- Maintain an Office Procedures Reference Manual and Staff Key Contact List
- Troubleshoot telephone and copier issues
- Prepare weekly Mass Intentions
- Maintain the parish filing records system for Annual Reports, Parish Council and Finance Council Meeting agendas and minutes
- Assist with shredding outdated sensitive materials
- Other duties as assigned

Qualifications & Education

- Demonstrates Three to five years' experience in a parish secretarial administrative role
- Excellent customer service and organization skills
- Team player
- Ability to maintain strict confidentiality
- Ability to work independently and multi-task
- Proficiency in Microsoft Office Suite
- Experience using Our Sunday Visitor (OSV), a plus
- Must support the mission, philosophy, objectives and policies of St. Joan of Arc Parish, The Catholic Church, and the Diocese of Joliet
- Practicing Catholic

Working Conditions

- Office environment Monday - Friday 8:00 a.m. - 5:00 p.m.

Salary Range

\$44,000 to \$48,000 annual, depending on experience and skills

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Thank you for considering our important position. Please send your resume and cover letter to Sr.DCampbell@sjalisle.org