

St. Teresa of the Child Jesus
St. Luke

Job Description
Administrative Assistant
Church-Secretary

The Job Description

The Administrative Assistant/Receptionist-Secretary works collaboratively with all Parish Office Personnel. This position requires good public relations and office organizational skills, and ability to communicate clearly and effectively, creates and maintains the professional conduct that reflect the Parish's Vision and Mission, and can provide professional and efficient administrative support to the Pastor and other Parish Office personnel.

Position Requirements

- Qualifications include a minimum of a high school diploma, Associates degree preferred or equivalent experience; 1 – 3 years' experience in a related role of providing administrative/clerical support with some bookkeeping knowledge.
- Good computer skills including Word, Excel, MS Outlook, Google, and Office 365.
- Meet "Child Protection" program requirements as designated by Diocesan Office of Human Resources.
- No felony criminal convictions.

Terms and Compensation

- Following Parish Employee Policy is expected.
- A part-time 29.5 hour/week work schedule with enough flexibility to allow for completion of responsibilities for the Parish.
- Salary commensurate based on education and experience

To request full copy of job description or apply, send cover letter with resume:

bwojcik@stteresabelleville.org