Saint Matthias Parish

Employment Opportunity

Date: June 20, 2019
Parish: Saint Matthias
Position: Parish Secretary
Reports to: Pastor

Deadline: July 31, 2019
Status: Part-time
Practicing Catholic: Preferred
Bi-lingual: Preferred (English, French, Creole, Portuguese, or Spanish)

Summary of the Position: The Parish of Saint Matthias, Columbus, is seeking a qualified individual to fill its recently created Secretary vacancy. This is a part time position requiring approximately 20 hours per week. The Secretary position provides support to the day-to-day operations of the activities of the Parish. This position offers the flexibility and opportunity to make use of particular gifts and talents of the individual such as clerical skills, computer skills, and scheduling of various ministries. The position is expected to use personal judgment in carrying out routine duties and responsibilities at the Parish.

Responsibilities of the position: Primary duties and responsibilities include, but are not limited to the following:
1. Coordinates the clerical aspects of the Parish Office.
2. Purchase office needs in a cost conserving method.
3. Responsible for coordinating sacristy and church readiness.
4. Coordinates and produces weekly Parish bulletin.
5. Coordinate and schedule spiritual programs.
6. Performs customer service functions by answering parishioners’ requests and questions.
7. Makes phone calls and appointments for the pastor.
8. Keeps sacramental records and replies to updated record requests.
9. Keeps the Parish calendar; schedules meetings and follow-up as needed or requested.
10. Facilitates gym and meeting room rental.
11. Assigns and publishes lay ministry schedules.
12. Assists pastor with various special projects.
13. Regular attendance and punctuality is essential for this job.

Qualifications for the position: An understanding of the Catholic perspective; excellent communication skills; the ability to serve others; must be courteous at all times; must be flexible to adapt to changing needs; the ability to work with others in a collaborative team environment; and the ability to read and comprehend simple instructions, write short correspondence, and memos.

Experience: A minimum of one to two years prior experience in an office setting is required; keyboard and computer experience is required.
Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course. Compensation is commensurate with education and experience. Part-time benefits are available according to Diocesan policy.

Send cover letter, resume, and references to Fr. Anthony J. Davis, Pastor, at tdavis@columbuscatholic.org.