## Quad Pastoral Unit

# Hiring Administrative Assistant/Secretary

Start date not later than Monday, January 3, 2022

### Duties: The Administrative Assistant/Secretary is responsible for:

* Greeting visitors to the Parish Center
* Record keeping and filing
* Scheduling parish facilities
* Scheduling maintenance
* Secretarial and clerical support for the pastor
* Preparing weekly bulletin
* Coordinating social media and flocknote communications
* Managing financial and personnel records
* Ordering supplies for church, office, and PSR programs
* Other duties as needed

### Minimum Requirements:

* Must adhere to the Diocesan Code of Conduct and agree to represent the teachings of the Catholic Church
* 3-5 years general office setting working with the public
* High school graduate with previous bookkeeping experience
* Strong written and oral communication skills with attention to accuracy and detail
* Exhibits high degree of confidentiality, good listening skills, and comprehension
* Self-motivated and able to work with minimal supervision
* Computer literate with proficiency in Microsoft Office, Quickbooks, and other software programs

### Details:

* Part time position (20 hours per week +/-)
* Full benefits
* Pay commensurate with qualifications and experience

Please email resumes to Larry Quenette, Search Committee Chair, at [lcqcjq@yahoo.com](mailto:lcqcjq@yahoo.com) by December 6, 2021.

Qualified applicants will be contacted to schedule an interview to be held the evening of 12/14 or 12/15/21