

Job Title – Bulletin Editor/Administrative Assistant

Hours - Full-time

Parish – Saints Peter and Paul Catholic Church
36 N. Ellsworth
Naperville, IL 06540

Start a Great Career with a Great Purpose!

We are members of the one, holy, Catholic, and apostolic Church. A community of believers rooted in Jesus Christ, united in the Mission of helping all grow in holiness. Through reliance on the Holy Spirit we share the truth of the Gospel and encourage and encounter with the person of Jesus.

In this role, you will...

- Design, lay-out, and editing of the weekly Sunday bulletin
- Develop and maintain the Parish Master Calendar
- Assist in maintaining Sacramental records, schedule Mass intentions, answer the Parish main phone, and greet and respond to visitors to the Parish Office

Required

- Strong organizational and communications skills
- Strong attention to detail and ability to meet deadlines for publishing the bulletin
- Proficiency in writing, spelling, and grammar
- Must be proficient in the applications of Microsoft Word, Excel, and Publisher
- High School diplomas or equivalent

Preferred

- Experience with ParishSOFT Family Suite is a plus
- Practicing Catholic who understands and supports the teachings of the Roman Catholic Church

If interested in this amazing opportunity, please send a cover letter and resume to financemanager@sspeterandpaul.net