

St. Alexis Catholic Church

Position: Parish Secretary

Start a Great Career with a Great Purpose!

St. Alexis family is a community blessed by God with a diversity of cultures and languages. Celebrating that richness, we reach out to all inviting them to gather at the table of the Lord as one People. In openness to the Gospel, we form ourselves as stewards of the Lord's gifts to create a community of faith that is unifying, supporting, and nurturing. We are recognized as a parish of choice!

Work Schedule Status:

Part-Time, unbenefited

27 hours per week

Monday – Thursday 9:00 a.m. – 3:00 p.m.

Friday - 9:00 a.m. – 12:00 p.m.

Reports to: Pastor

Job Purpose: St. Alexis Catholic Church is seeking to hire a Parish Secretary to provide a variety of general administrative duties for the parish.

In this role, you will.....

- Answer phones and greet visitors
- Maintain sacramental records and copy certificates per parishioner request
- Process and record daily Mass intentions
- Manage parish calendar, liturgical calendar, and web calendar
- Enter new family registration to PDS
- Attend to the needs and directives of the pastor
- Distribute mail and other related materials
- Monitor and order office supplies
- Attend to diocesan and deanery correspondence
- Record the minutes of all staff meetings
- Manage all Parish email
- Other duties as assigned

Education/Qualifications Required:

- Several years' experience working in an administrative role
- Excellent communications and other interpersonal skills
- Experience using Microsoft Office and Google Docs
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility
- Bilingual English/Spanish a plus
- Must support the mission, philosophy, objectives and policies of St. Alexis Catholic Church and the Diocese of Joliet

If interested in this amazing opportunity, please send a resume and cover letter to the Pastor, Fr. Jesus to: pastor.st.alexis.bensenville@gmail.com or secretaryalexis@yahoo.com