

Job Description-Part-time Secretary

St. Daniel Church

St. Daniel Church is seeking an enthusiastic, flexible, friendly, and well-organized secretary as a part-time employee focused on serving the pastor, with additional responsibility of supporting staff and volunteers.

The applicant must be willing to work 22.5 hours per week and possess the following skills:

- Proficiency in the use of Microsoft Office products: specifically, Word, Excel, PowerPoint and Publisher
- Proficiency in the use of Facebook and Parish Website
- Proficiency in managing communications via email and texting
- Proficiency in managing parish database

In addition, the applicant must be able to use these tools to perform the following administrative duties:

- Prepare the weekly church bulletin
- Answer and screen phone calls, and relay messages to appropriate individuals
- Manage the maintenance and repairs of office equipment
- Coordinate incoming and outgoing USPS mail and email
- Maintain the church-wide calendar
- Track and reserve church spaces for events and meetings
- Maintain and procure office supplies
- Perform general office duties to include, but not limited to, typing, photocopying and collating documents for distribution
- The applicant must be attentive to detail and have excellent proof-reading skills

Pay: \$17.00 per hour

EMAIL RESUME TO: Deacon Joseph Celentano (jcelentano@syrдио.org)