

Religious Formation Administrative Assistant

The Religious Formation Administrative Assistant is responsible for the day to day operation of the Religious Formation Office, assisting the Director of Religious Formation in all aspects of the position.

The ideal candidate must be organized, self-directed with ability to prioritize and multi-task, computer literate, proficient in Microsoft Office and familiar with using a data base. Must also have the ability to work with people of all ages, have excellent interpersonal skills, and have good hearing, sight and the ability to lift 10 lbs.

Must be Catholic and have a high school degree and at least 3 years of secretarial or administrative assistant experience. Additional religious training is a plus.

Hours are 9:30 a.m. to 2:30 p.m. on Monday, Tuesday and Friday and 1 p.m. to 6 p.m. on Wednesdays and Thursday. There are occasional weekends and evenings (Sacrament days, parent or catechist meetings, etc.)

Please send your resume to: jobopenings@stm-church.com