

St Rose of Lima Freehold is currently seeking a full-time Parish Administrative Assistant.

Summary

The Parish Administrative Assistant is the first point of contact for parishioners and the public. This position oversees parish communications, office management, booking, coordinating sacramental and parish records, special office projects and basic clerical tasks related to the position. The Parish Administrative Assistant is under the supervision of the Pastor.

Time, Compensation, and Benefits

40 hours a week / salaried

Vacation, pension (403b), Dental, Employee Assistance Program and Sick Leave

Position is eligible for participation in diocesan medical insurance plan

Requirements

- Ability to maintain confidentiality related to all financial and personnel matters, and to pastorally discuss sensitive information
- Must be **proficient** working with Microsoft Word and Excel
- Minimum of 5 years of office related experience
- Demonstrated attention to detail
- Organizational and writing skills
- Ability to learn parish database software
- Ability to communicate clearly and assist parishioners, ministry partners, and supporters with questions in a professional, hospitable, and welcoming environment
- Creative experience with digital graphics a plus

The candidate must be a practicing Catholic in good standings. All candidates will be subject to criminal background check. No telephone calls will be accepted. Please send resume to: parish@stroseoflimachurch.org.