

TITLE: Parish Secretary/Receptionist (Part-Time) Cathedral Basilica of St. Peter in Chains

STATUS: Part-time, Non-Exempt, 12 months

REPORTS TO: Business Manager

LOCATION: Cathedral Basilica of St. Peter in Chains

JOB INFORMATION:

The Cathedral Basilica of St. Peter in Chains is looking for a qualified candidate for the part-time, 16 hour per week position of parish secretary/receptionist.

PRIMARY RESPONSIBILITIES:

To provide receptionist services for the parish office, answering phone calls, electronic communications and greeting/assisting parishioners in a professional and friendly manner, to provide secretarial, clerical and record keeping services to the staff. Schedule tours and events and sending info to all pertinent parties.

QUALIFICATIONS FOR THE IDEAL CANDIDATE INCLUDE:

Working knowledge and skill in using personal computers and office software, specifically Microsoft Office products.

Must be well organized and have the ability to effectively and professionally communicate verbally and in writing.

Must have the ability to maintain confidentiality in all matters.

Must have basic knowledge of how a parish operates and be able to grasp quickly how the parish office functions.

Must be a practicing Catholic.

ADDITIONAL REQUIREMENTS:

Must have a high school diploma or equivalent

Must pass a background, criminal, and reference check and be fingerprinted

Must be SafeParish trained.

Must be able to pass a drug test

COMPENSATION:

Will be based upon skill levels and experience.

To apply, please email resume and three references to: rscheidt@Cathedralaoc.org