

## PARISH SECRETARY

St. Bartholomew Parish is currently seeking applicants for a full-time Parish Secretary.

The Parish secretary performs a variety of secretarial and administrative duties, which support overall parish operations. This includes maintaining the integrity of information and operating the office efficiently

### **Primary responsibilities include:**

- Greet and assist visitors in a professional and friendly manner
- Professionally and courteously handle all office communications - phone, mail, email, social media platforms, etc.
- Maintain membership database
- Maintain sacramental recordkeeping for the parish

The ideal candidate will possess strong communication, organizational and computer skills. Candidates should be proficient with Microsoft Office, utilizing databases and website applications. Background check and SafeParish training required.

Please send resume and salary expectations to: Kathleen Rothschild, St. Bartholomew Church, 9375 Winton Road, Cincinnati, OH 45231, or e-mail to: [kathy.rothschild@estbarts.org](mailto:kathy.rothschild@estbarts.org). St. Bartholomew Church is an Equal Opportunity Employer.