

TITLE: Parish Secretary/Receptionist (Part-Time) Stella Maris Family of Parishes
STATUS: Part-time, Non-Exempt, 12 months
REPORTS TO: Business Manager

LOCATION: St. Mary's Catholic Church, Bethel, Ohio

JOB INFORMATION:

The Stella Maris Family of Parishes is looking for a qualified candidate for the part-time, 12 hour per week position of parish secretary/receptionist for its St. Mary and St. Peter churches.

PRIMARY RESPONSIBILITIES:

To provide receptionist services for the parish office, answering phone calls and greeting/assisting parishioners in a professional and friendly manner, to provide secretarial, clerical and record keeping services to the staff.

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 both verbally and in writing. Must have the ability to maintain confidentiality in all matters.

COMPENSATION:

Will be based upon skill levels and experience.

ACKNOWLEDGEMENT

Employees of Stella Maris Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Stella Maris. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Please send all communication or inquiries to: hr@stellamarisfamily.org