

St. Paul's Catholic Church

Job Opening: Parish Office Assistant

Position: Parish Office Assistant

Location: 16 Park Avenue, Whitesboro NY 13492

Job Description: We are seeking an enthusiastic and friendly individual to join our team as a Parish Office Assistant. The primary responsibilities of this role will include answering telephones, assisting parishioners with requests such as Mass cards, and other general office duties. The ideal candidate will have a good understanding of computer systems, particularly the Microsoft Office suite and data base management.

Responsibilities:

- Answering telephones and directing calls to the appropriate person or department.
- Greeting and assisting parishioners with inquiries, such as providing Mass cards and other church-related services.
- Maintaining office documents and permanent records.
- Assisting with data entry and record-keeping.
- Handling incoming and outgoing mail.
- Supporting the parish staff with various administrative tasks as needed. Other tasks as delegated by the Pastor or Business Administrator

Qualifications:

- Friendly and welcoming demeanor with excellent people skills.
- Strong communication skills, both written and verbal.
- Proficiency in computer skills, including Microsoft Office (Word, Excel, Outlook).
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy in handling information.
- Previous office experience is preferred but not required.

Application Process: If you are interested in joining our parish team as a Parish Office Assistant, please submit your resume and a brief cover letter outlining your qualifications and interest in the position. Applications can be sent to stpauls@stpaulswhitesboro.org. Or bring it in to the office during business hours. If you need more information, please call the office at 315-736-1124. We look forward to hearing from you!

Note: This position may require occasional weekend or evening availability for special events or services.