

Position Description

Position Title: Parish Secretary

Reports to: Parish Priest

Conditions The position is casual working hours are approximately 10am to 3.30pm on Tuesday, Thursday & Friday each week at **St Mark's Parish Fawkner and will commence in June.**

Duties will include, but will not be limited to:

1. Provide secretarial and office support services to the Parish Priest, including preparation of correspondence, taking of minutes, maintenance of records and an orderly office, receiving telephone calls, welcoming visitors.
2. Actively support the Parish Priest in the day to day operation of the parish and under his direction take responsibility for a wide range of administrative tasks with the objective of ensuring efficient and seamless administration and a strong pastoral focus in the parish.
3. Assist with maintain the parish accounts and ideally bring them to financial statement stage, manage the planned giving program and prepare the regular Business Activity Statements. Plus remitting and recording invoices to be paid on due date.
4. Develop and maintain sound working relationships with other parish workers, be they employees or volunteers. Coordinate volunteer groups where necessary, including those involved in the preparation of the liturgy, the celebration of the Mass and ministering to the sick.
5. Provide high level of customer service to the site, as first point of contact on the telephone;
6. Assist with Parish internal functions by setting and clearing up meeting room preparation, and with internal and external fundraising functions by organizing lists of attendees and processing their payments according to the method of payment preferred.
7. Maintaining high level of hygiene and cleanliness for the Parish kitchen and office plus irrigating small garden of the Parish office courtyard.
8. Other administration duties will be provided during the handover.

Qualifications, Skills and Experience:

1. Experience in providing a range of secretarial and office management services.
2. High computer literacy with a working knowledge of Microsoft's Office suite of applications (Word, Excel and Publisher) and preferably a modern accounting/administration package.
3. Knowledge of the "Parish on Line" suite of software (Parishioner Data, Thanksgiving Management, Finance/Accounting, Payroll and Website Management) is highly regarded.
4. Bookkeeping skills.
5. Ability to relate to a variety of people, develop sound working relationships, work with a spirit of generosity and achieve in a team environment.
6. Ability to work to deadlines and be attentive to detail and quality service provision.
7. Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
8. Well motivated to work for the Church and ideally possess a strong commitment to its practices and values.

Other Relevant Requirements

- Working With Children Check
- Police Check (new check required)

Additional Information:

1. Applications are to be sent to recruitment@cam.org.au by Tuesday 21st May 2019.
Please submit a cover letter addressing the key selection criteria along with a current resume.
2. For further information contact Nandi Adams, HR Officer on (03) 9926 5793

*The Archdiocese is committed to the safety,
wellbeing and dignity of all children and vulnerable adults.*