

KILMORE – St Patrick
BROADFORD – Our Lady Help of Christians
WALLAN - Our Lady of the Way
WANDONG – St Michael



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Parish Priest: Fr S Marneni MSFS

Vacant Position - Parish Secretary

We are a Catholic Church located in the northern suburbs of Melbourne. Our community comes together from Kilmore, Broadford and Wallan including 2 primary schools and a secondary college.

We are looking to employ a Parish Secretary who holds a strong commitment to the church and its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish and this position, and an understanding of liturgy/sacraments would be highly advantageous.

The role is based at the Parish Office located at St Patricks Kilmore. This role is required to work 12 hours per week on Wednesday to Friday. The successful applicant will work with the Parish Priest, Bookkeeper and other volunteers. Terms and conditions are governed by the Archdiocese of Melbourne.

Key Requirements

- Strong PC skills, in particular Microsoft Office suite of products
- Be familiar with the Archdiocese operating system, Parish on Line (PACS) would be an advantage, however, training can be provided.
- Initiative and a capacity to work with a minimum of supervision
- Maintain records in a tidy and readily accessible manner
- Maintain confidentiality and security of all records
- Experience in providing a range of secretarial and office management services
- Ability to work to timeframes with attention to detail and priorities
- Good communication skills with ability to relate to a variety of people

Key Responsibilities

- Provide secretarial and office support services to the Parish Priest and the Parish community.
- Work with the Parish Bookkeeper in the maintenance of the Stewardship Program, Parish School Contribution and other programs.
- Maintain all Parish Registries for Baptism, Marriage and deaths and respond to enquiries on these matters and refer families to the appropriate Parish team member.
- Coordinate Baptism preparation process and liaise with and support Baptism preparation team
- Prepare the weekly bulletin for distribution each weekend. (which includes Liturgical responses and rosters).
- Assist with the parish website updates.
- Maintain orderly files and archives as appropriate
- Attain a general understanding of duties of other staff members or volunteers to support him/her during annual leave or sickness.
- Assist with the training of new employees and volunteers in the office.

Other Relevant Requirements

- Working with Children Check
- Police Check (new Check required)
- Valid Driver Licence

Additional Information

Applications are to be sent to recruitment@cam.org.au by Wednesday 1st April 2020. Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

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