

POSITION TITLE: Parish Secretary, Resurrection Parish, Keysborough

CONDITIONS:

The position is a Part-time, twenty hours per week with working hours 9.00am to 2.30pm on Tuesday, Wednesday, Thursday and Friday each week.

Terms and conditions are governed by the Archdiocese of Melbourne. Details of each pay and annual Payment Summaries are provided by CDF Payroll, the outsource provider of payroll services to the Parish. Superannuation is in addition to the base salary and is paid to your nominated fund.

RELEVANT ATTRIBUTES, SKILLS AND EXPERIENCE:

- Able to competently operate computer programs, in particular- Office Word, Publisher and Excel. Knowledge of Mail Merge and VLook-up
- The Archdiocese uses a solo operating system, Parish On Line (PACS) for parishioner data, etc. Knowledge of this software is highly regarded, however, training can be provided
- Uphold good Christian values, well-motivated to work for the Church and ideally possess a strong commitment to its practices and values
- Initiative and a capacity to work with a minimum of supervision
- Experience in providing a range of secretarial and office management services, including working with volunteer office support
- Ability to work to timeframes with attention to detail and prioritization
- Maintain records in a tidy and readily accessible manner
- Maintain confidentiality, security and privacy of personal records and finances
- Good communication skills with ability to relate to a variety of people

SUMMARY AND DUTIES OF POSITION:

- Provide secretarial and office support services to the Parish team and community.
- Maintain registries and computerized data base for Baptisms, Marriages, Eucharist, Reconciliation, Confirmation, Deaths
- Provide Administration support for our Parish based Sacramental Programs including processing enrolment forms and updating resources
- Maintain Memorial Register for Anniversaries
- Maintain orderly files and archive as appropriate
- Update Parish events in weekly newsletter and on Website

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 31st December 2018. Please submit a cover letter 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.