

## **Position Description**

**Position Title:** Parish Secretary

**Reports to:** Parish Priest

**Conditions** The position is part time, the initial working hours are starting from 10.00am to 4.30pm working on a Tuesday, Thursday and Friday each week. This role is based at St Christopher's Parish office in Syndal.

### **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, diary management, 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. 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.
4. Assist the Parish Priest with church bookings for weddings, funerals and baptisms and to record in Parish registers any and all relevant documentation on both paper records and in our on line system.
5. Provide high level of customer service to the site, as first point of contact on the telephone.
6. Provide updates and maintenance of Parish Website, possessing strong IT skills.

### **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, PowerPoint & Publisher). Experience of a modern accounting/administration package is necessary.
3. Knowledge of the "Parish On Line" suite of software (esp. Parishioner Data and Website Management) highly regarded.
4. Ability to relate to a variety of people, develop sound working relationships, work with a spirit of generosity and achieve in a team environment.
5. Ability to work to deadlines and be attentive to detail and quality service provision.
6. Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.

7. Well motivated to work for the Church and ideally possesses 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](mailto:recruitment@cam.org.au) by Tuesday 21st of 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.*