

Parish Secretary

Parish Cluster: St. Joseph Catholic Church/School and St. Augustine Catholic Church

Location: 315 SW 21st Street, Grand Rapids, MN

Reports to: Pastor & Business Manager

Status: Part-time, Non-Exempt

Summary

The Parish Secretary serves as the first point of contact for St. Joseph Catholic Church and provides administrative support for St. Joseph Catholic School and St. Augustine Catholic Church. This role helps ensure smooth communication, and recordkeeping while reflecting the values of the Catholic faith in service to parishioners, staff, and visitors.

Benefits

A flexible work schedule is easily accommodated to meet the needs of your family, children's schedules, or other obligations. Starting pay is \$15/hour with the hope of offering cost of living increases each year, plus increases as skills/knowledge develop over time. Please contact the business manager for details.

Key Responsibilities

- **Reception & Communication:** Welcome visitors, answer phones/emails, and direct inquiries with warmth and professionalism.
 - **Scheduling:** Manage parish calendar, schedule Mass intentions, sacraments, and facility use; coordinate office volunteers.
 - **Records & Administration:** Maintain parish records, intakes, sacramental registers, files, and databases; assist with mailings, forms, and reports.
 - **Secretarial:** Provide administrative support to clergy, staff, and volunteers; prepare certificates, flyers, and communications. Order supplies, process mail, and oversee general office organization and inventory.
 - **Volunteer Coordination:** Provide direction and support for office volunteers as needed.
-

Qualifications

- High school diploma (some administrative training preferred).
 - Strong communication skills (in person, virtual, phone, and written). Ability to discern appropriate communications for a church environment and for intended audiences.
 - Proficiency in Microsoft Office; willingness to learn and use the parish database (CDM+) as requested along with other on-line tools (Flocknote, WeShare, etc.).
 - Ability to work independently but also collaboratively; a willingness to learn from others.
 - Strong organizational and multitasking skills; attention to detail.
 - Ability to maintain confidentiality and represent the parish mission with professionalism.
 - Appreciation of the Catholic Church; desire to support its mission.
 - Must complete safe environment training and background check.
-

Work Environment

Minimal evening/weekend work or occasional lifting (up to 25 lbs) may be required. The employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. Some travel may be expected for training and/or retreats. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mission Commitment

This position is an extension of the ministry of the Church. The Parish Secretary is expected to foster a welcoming, faith-filled, and service-oriented environment that supports the mission of the parish cluster.