
PARISH EMPLOYMENT OPPORTUNITY

Ministerial Secretary

St. Joseph Catholic Church | Marblehead, Ohio

Part-time (20-24 hours per week) Monday-Friday 9:00-1:00

We are seeking a motivated, friendly, mission-oriented person to provide ministry secretarial support to the pastor, parish staff and parish ministry leaders. The Ministerial Secretary contributes to the mission of St. Joseph Church by fostering a Christ-centered experience for all who come in contact with the parish office. The main focus of the Ministerial Secretary is to provide administrative support and assistance to the pastor, parish staff, and parish ministries.

The ideal candidate will have superior organizational and public relations skills to handle the day-to-day tasks of our parish office. This position requires a high level of computer expertise in Microsoft Word, Publisher and Excel. We are looking for someone who is able to prioritize and multi-task, take initiative, and resolve problems quickly. Attention to detail, accuracy and efficiency are must-have qualities to be successful in this position.

Application and job description are located on the St. Joseph Church website: www.stjosephmarblehead.org

Deadline to submit application is May 24, 2021.

For further questions, please call Fr. Jim Brown at the Parish Office: (419) 798-4177