

St. Rose of Lima/Our Lady of Mount Carmel
Administrative Assistant – Job Description
(Applications due to Fr. Mark or Don Askew by October 1)

Position Responsibilities:

This position reports directly to the Pastor and assists the Pastor with the daily operational and administrative activities of the parishes of St. Rose of Lima in Hill City and Our Lady of Mt. Carmel in Keystone. As such, it is essential that the person can maintain discretion and confidentiality in all matters pertaining to the performance of their duties, which involve also helping maintain Church records and files. It is also expected that this individual be a Catholic in good standing who strives to live and share the Catholic faith, bear witness to the Gospel, and live in a deep union with Jesus Christ. Bilingual speech and writing skills, although not necessary, will greatly benefit in communicating with our bilingual parish community. It is our hope that the selected applicant will commit to working at these parishes for at least 3 years.

Qualifications:

To perform this job successfully, an individual must be self-motivated, able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required:

- a. Parish or ministry management experience;
- b. Completed or will complete at least one year of the Diocesan *Veritatis Splendor Institute* (VSI);
- c. A good working knowledge of Spreadsheet and Word Processing software, as well as various forms of social media;
- d. Ability to write routine reports and correspondence and to communicate effectively, both verbally and in writing, with parishioners and the public as necessary;
- e. Work independently without direct supervision on tasks as required;
- f. Answering telephone calls, scheduling meetings, preparing the weekly bulletin, coordinating and communicating Parish events with the assistance of the Parish Life Committee.

Schedule: This is a part-time position, on a consistent daily schedule as worked out with the Pastor, and the needs of parish events.

Compensation: Starting annual wage of \$13.00 per hour without benefits, which accounts for 18 hours a week, with the possibility of a merit increase after the successful completion of a 3-month probationary period. Additional expenses for mileage and time attending training under Item b. above will be covered.

Application:

To apply for this position, please send, via email, a type-written resumé to either:

mhorn@diorc.org; or
donaskew46@gmail.com