



Parish Pastoral Assistant

St. Elizabeth Parish is looking for a full-time employee to assist the pastor and parish leaders in the planning, recording, communicating and pastoral response to its people and community. This position requires office skills including a good knowledge of fundamental computer programs as well as social media and website updating. This person will assist the pastor in the consistent and effective message regarding what we do and can do in the name of Jesus Christ. Responsibilities include connecting people to accomplish tasks, to visit the homebound, to support and strengthen parish ministries and to celebrate the sacraments and funeral rites. Interested applicants should enjoy working with people, understand the mission of the Catholic Church, work in collaboratively with others and understand the importance of confidentiality.

Send resumes to Fr. Carroll @ ncarroll@steparish.org or 809 S. Broom St, Wilmington DE 19805