

ST. PATRICK CHURCH

Parish Secretary

Historic St. Patrick Church, located at 1219 Second Avenue South in Nashville, has an immediate opening for the position of Parish Secretary. This position is part-time, with a regular schedule of 9:00a.m. until 12:00p.m. Tuesdays and Wednesdays with some occasional extended hours, and the possibility of increasing regular hours in the future.

Primary functions of this position are performing receptionist duties, handling incoming email and written correspondence, scheduling service providers, answering telephone and handling messages, recording requests for Mass intentions and preparing Mass cards, maintaining sacramental records, maintaining parish calendar, scheduling parish facility usage, purchasing office and church supplies, assisting with vendor inquiries, entering contribution information into database, maintaining parish registration records, coordinating service on buildings and equipment, attending quarterly Parish Council and quarterly Finance Board meetings and recording and producing minutes of these meetings.

Qualifications:

- High School Diploma or equivalent
- Prefer prior secretarial/office experience

Other Skills or Requirements:

- Good communication and organizational skills
- Basic computer skills, ability to use email, internet, and Microsoft Windows
- Prefer candidate with experience using Parish Data Systems
- Must be able to traverse 2 flights of stairs

Competitive pay based upon qualifications and experience. Please email resume to: secretary@stpatricksnashville.org

POSTING DATE: 8/15/2019

DATE AVAILABLE: ASAP