

**PARISH SECRETARY – PARISHES OF
OUR LADY OF THE ASSUMPTION, CHELTENHAM & ST AGNES, HIGHETT**

ROLE DESCRIPTION

- **Part-time, 22hrs/week (Tuesday-Friday)**

Key Requirements

- Strong PC skills, in particular Microsoft Office suite of products
- Familiarity with the Archdiocese IT platform, Parish on Line (PACS) would be an advantage, however, training can be provided.
- Initiative and a capacity to work with a minimum of supervision
- Maintain records in a tidy and readily accessible manner
- Maintain confidentiality and security of all records
- Experience in providing a range of secretarial and office management services
- Ability to work to timeframes with attention to detail and priorities while handling regular interruptions
- Good communication skills with ability to relate to a variety of people
- Team orientation, including ability to work harmoniously with staff and volunteers

Key Responsibilities

- Act as office receptionist, answering telephone calls, assist with walk-in enquiries to Parish Centre.
- Check correspondence daily (emails, mail)
- Liaise with Fr Alan re. weekend Masses: which includes, Prayers of the Faithful, Commentator sheet, Mass Running sheet. Mass PowerPoint, and weekly Bulletin.
- Liaise with Fr Alan re. upcoming celebrations of Sacraments, Funerals, and to assist with any needed preparations, e.g. printing, opening up the church, configure related PowerPoint presentations, etc.
- Maintain Parish Records – Census, Baptismal Register, Confirmation Register, Funeral registration in both parish registers and Parishes Online (POL).
- Update and assist with Thanksgiving/Stewardship program. Ordering envelopes, etc.
- Coordinate volunteers for all ministries. Ensure all volunteers have current WWCC and Police Checks.
- Order stationary, supplies and equipment for Church, Halls and Parish Centre. Liaise with cleaning company in relation to roster, feedback on cleaning, etc.
- Ensure Parish Centre is kept clean, tidy and professional at all times.
- Keep records for Essential Services Register (Catholic Archdiocese of Melbourne).
- Liaise with School Office as required.
- Assist book-keeper in relation to handling of bill payments, etc.
- Submit hours and work specifics for parish staff to CDF Payroll service.
- Record hall and meeting room bookings.
- Assist parishioners, when requested, to book in for weekend mass via the try-booking platform.
- At all times maintain and respect all privacy issues.

Additional Information

Applications are to be sent to recruitment@cam.org.au by 28 May 2021. Please submit a cover letter along with a current resume.

For further information, contact Ashley Thomas, HR Officer on (03) 9926 5615. We look forward to hearing from you and wish you all the best. Application closing date: 28 May, 2021

Contact person: Ashley Thomas