

Position Vacant

Parish Secretary – St Leonard's Parish, Glen Waverley

There is an opportunity for an experienced Parish Secretary to undertake office administrative functions at St Leonard's Parish in a part time role reporting to the Parish Priest. The role of the Parish Secretary will be to build solid relationships and work collaboratively to provide support to the Parish Team, Volunteers and Parish Schools.

The successful applicant must be well motivated to work for the Church and ideally possess a strong commitment to its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish and this position, and an understanding of liturgy/sacraments would be highly advantageous.

The role is based at the Parish Office located at St Leonard's Parish, Glen Waverley. This role is required to work 9 hours per week on Tuesday & Fridays. The successful applicant will work with the Parish Priest, Bookkeeper and other volunteers. Terms and conditions are governed by the Archdiocese of Melbourne.

Key Responsibilities

- Provide secretarial and office support services to the Parish Priest, including preparation of correspondence, taking of minutes, maintenance of records and an orderly office, receiving telephone calls, welcoming visitors.
- Maintain the parish accounts and ideally bring them to financial statement stage, manage the planned giving program and prepare the regular Business Activity Statements.
- Prepare monthly reconciliation reports for the church and presbytery accounts.
- Actively support the Parish Priest in the day to day operation of the parish and under his direction take responsibility for a wide range of administrative tasks with the objective of ensuring efficient and seamless administration and a strong pastoral focus in the parish.
- Develop and maintain sound working relationships with other parish workers, be they employees or volunteers. Coordinate volunteer groups where necessary, including those involved in the preparation of the liturgy, the celebration of the Mass and ministering to the sick.
- Assist the Parish Priest with church bookings for weddings, funerals and baptisms and to record in Parish registers any and all relevant documentation on both paper records and on Computer.
- Provide high level of customer service to the Parish, as first point of contact on the telephone and in person.

Key Requirements

- Experience in providing a range of secretarial and office management services.
- Well-developed bookkeeping skills.
- High computer literacy with a working knowledge of Microsoft's Office suite of applications (Word, Excel and Publisher).
- Knowledge of the "Parish On Line" software (Parishioner Data, Thanksgiving Management) is highly regarded.
- Ability to relate to a variety of people & develops sound working relationships, work with a spirit of generosity and achieve in a team environment.
- Ability to work to deadlines and be attentive to detail and quality service provision.
- Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
- Well motivated to work for the Church and ideally possess a strong commitment to its practices and values.

Other Relevant Requirements

- Working with Children Check
- Police Check (new Check required)
- Valid Driver Licence

Additional Information

Applications are to be sent to recruitment@cam.org.au by Wednesday 30th June 2021. Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.