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Job Opportunity: Temporary, Part time Administrative Assistant required for St. Thomas Aquinas Parish / St. Joseph's Parish. The successful candidate will be responsible for the day-to-day operations of the parish office (located in St. Lawrence), including - but not limited to – phone, emails, in-person parishioner office visits, banking procedures, maintaining parish/finance council meeting minutes, scheduling Mass intentions, maintaining inventory of and ordering supplies, liaising with the archdiocese as necessary, completing weekly bulletins and other office duties as assigned. Hours and Salary to be negotiated.

As a part of our commitment to diversity, equity, and inclusion, we are an equal opportunity employer and encourage all interested qualified persons to apply. Please forward your resume to twhiffen@rcsj.org or fax 709-726-3615 by 12:00 noon July 4, 2022. We appreciate everyone who applies, but only those selected for an interview will be contacted.

Complete Position Description is available on the website <https://rcsj.org>.