

Administrative Assistant Needed

St. Gregory Thaumaturgus Parish in North East, PA, is looking for a friendly and welcoming Administrative Assistant to serve the Parish Family.

The primary responsibilities of the Parish Administrative Assistant are:

To serve as a receptionist for all visitors during parish office hours and answer phone calls.

To prepare the weekly bulletin for publication.

To schedule Masses and maintain parish records.

To keep the parish website updated.

To do payroll, pay bills, and prepare related reports.

To be responsible for the sale of graves at St. Gregory Cemetery and corresponding record keeping.

The skills required include:

Focus on serving the Parish Family and all who come to the office.

Strong interpersonal and communication skills with an emphasis on complete confidentiality.

High level of organizational skills.

Computer fluency including Word, Publisher, Excel, and QuickBooks. Help available on the new Ministry Platform from the Diocese.

To apply:

Submit resume along with reference(s) to the St. Gregory Thaumaturgus Parish Office at 136 West Main St., North East, PA, 16428 or to stgregs@roadrunner.com. For further information, please feel free to contact the parish office at (814) 725-9691.

The goal is to have the position filled in a timely way as to allow the new member of the parish staff to work along with the retiring Administrative Assistant for a few weeks for training.

Thank you!