

Parish administrative assistant needed at St. Jude

St. Jude the Apostle Parish in Erie is seeking an administrative assistant. Hours are Monday through Friday 8:30 a.m. to 4 p.m. The successful candidate must be a multi-tasker and have exceptional customer service and organizational skills, computer knowledge, the ability to work independently and in a team environment. The job description includes answering phones, greeting guests, sacramental documentation, publishing the weekly bulletin, preparing for weekend Masses and ministry schedules, scheduling Mass intentions, and funeral Mass and program arrangements. Candidates should send a letter of interest to Catherine Evans at Finance@stjudeapos.org or call 814-833-0927, ext. 5.