

JOB ANNOUNCEMENT: FULL-TIME PARISH RECEPTIONIST

St. Ignatius of Antioch parish located in Yardley PA, is looking to fill the position of secretary/receptionist in our parish rectory. This position is a very special ministry and vital to the continued success of St. Ignatius. The person chosen assists the Priests and Business Manager in the physical operations of the business office and supports them in maintaining it in an efficient and pleasant manner.

PERSONAL QUALIFICATIONS

1. Be a person who enjoys working with people.
2. Possess a personal vision of Jesus' ministry and how it can be embodied in parish life.
3. An ability to work collaboratively with all parish, school, and parish staff members.
4. Understand the importance of confidentiality of church records and conversations.

PROFESSIONAL QUALIFICATIONS

1. Have strong computer skills and knowledge of Microsoft Office products. Knowledge of PDS software is preferred.
2. Have minimum of a high school degree.
3. Previous secretarial experience preferred.
4. Typing and keyboarding skills
5. Telephone and communication skills.
6. Familiarity with common office machines (phone system, copy machine, postage meter, computers).
7. Hiring would be contingent on the successful completion of a criminal history background check and Safe Environment clearances.

HOURS, SALARY AND BENEFITS

This is a full-time position – Monday to Friday, 9am to 5pm. **The hourly rate for this position is \$14.50 per hour.** Benefits include health insurance, 403(B), paid vacation, sick and personal days, and paid holidays.

KEY JOB DUTIES

1. Assist parishioners when they call or arrive at the business office. Assist with Mass cards; register families; answer questions and give instructions to parishioners as necessary.
2. Answer telephone, direct incoming calls and take messages.
3. Distribute mail.
4. Check parish email and respond accordingly.
5. Create Sacramental Certificates.
6. Update Parish Data System (PDS).
7. Record contributions into PDS.

8. Assist Priests and Parish Business Manager with correspondence, scheduling appointments, and any other duties as required by Pastor and/or Parish Business Manager.
9. Maintain confidentiality of all parish communication and interactions.
10. Other related duties as assigned.

Please email a cover letter, your resume and a minimum of three (3) professional references to: hr@stignatius.church. This announcement closes on July 30th, 2021.