



JOB OPENING

SACRED HEARTS PARISH CENTER

Sacred Hearts of Jesus & Mary, a parish of 1,300 families, is seeking an Administrative Assistant, year-round part-time position (Avg. of 20-25 hrs/week with more hours during the school year and decreased hours during the summer months).

The position is responsible for the administrative functions and support primarily of the faith formation and sacrament preparation programs, as well as provide back-up support to general parish office functions. The Administrative Assistant needs to be a person willing to serve the catechetical needs of our families and volunteers and is expected to meet with the faith formation staff regularly to establish timetables for ongoing projects. Duties include but are not limited to: answering all incoming calls; assisting walk-in visitors; maintain records for faith formation; coordinate communications regarding faith formation registrations and payments; prepare materials for faith formation events, retreats, and sacraments; serve as a resource for the parish faith formation staff; maintain schedules and computer databases; support the pastor and other parish staff in their ministries, and projects and other duties as assigned.

The ideal candidate is organized, responsible, able to multitask, friendly, positive, welcoming, and an active, practicing Catholic. The candidate must maintain confidentiality and possess excellent communication and computer skills.

For more information, contact Sarah Paskiewicz, Director of Faith Formation, at 608-837-8509. Benefits and salary commensurate with experience. Please send a cover letter and resume along to Fr. Tom Kelley, Thomas.kelley@shjmp.org or 221 Columbus St, Sun Prairie, WI 53590 by July 18th.