



POSITION ANNOUNCEMENT

St. Anthony Church in Bayou Black is seeking a part-time parish secretary. Duties include the following:

- Supervising the counting of the collection, filling out the corresponding worksheet and making the deposit.
- Inputting information into the sacramental registers and parish member registry.
- Purchasing and procuring supplies for the office and parish hall.
- Attending to the needs of people who come into the office.
- Handling any kind of registrations for events which take place at the parish, including the production of a roster of registrants, handling money, etc.
- General clerical duties such as word processing, data input, filing, making and collating copies, answering the telephone and emails in the parish email account, providing information to the parish social media administrator, collecting the mail, sending out correspondence
- Compiling and sending the parish bulletin on time to the printer.
- Attendance at diocesan-sponsored seminars for parish clerical staffs.
- Be available on a volunteer basis to be present as a staff member, giving any necessary assistance at parish events.
- Making phone calls to procure volunteers for liturgies and other parish events.

The ideal candidate will possess the following qualities:

- A high school diploma or equivalent.
- Proficiency with Microsoft Office and willingness to learn other necessary computer applications.
- Public relations skills.
- A willingness to be flexible with work hours at times.
- A willingness and desire to serve others.
- An ability to maintain confidentiality.

All qualified candidates should send a cover letter including a 1-2 paragraph explanation as to why you would be the best candidate for this ministry along with a resume including 3 references (one of which should be a professional reference) to churchoffice@stanthonymbayoublack.org or by mailing it to:

St. Anthony Church
3897 Bayou Black Drive
Houma, LA 70360