



POSITION ANNOUNCEMENT

St. Hilary Poitiers Catholic Church in Mathews is currently seeking a full-time Administrative/ Communications Assistant to:

- Provide administrative/clerical support to the Pastor and the parishes of St. Hilary / St. Anthony in Gheens
- Work collaboratively with the Diocesan Finance Office on all bookkeeping/accounting services
- Record all sacramental records and maintain parish census
- Communicate regularly with parishioners by creating up-to-date and accurate information in the weekly parish bulletin as well as electronically on the parish website, social media outlets, etc.

The ideal candidate must possess excellent interpersonal and communication skills. Strong computer skills including MS Office software are required. Must possess strong organizational skills and be able to maintain confidentiality; work independently and as a team; and multi-task in a fast paced environment.

The candidate shall possess:

- Minimum education of high school or GED required;
- Associate or Bachelor's degree preferred
- 1-3 years of office experience preferred
- Knowledge of Roman Catholic Church and its Teachings preferred

The position will require a work schedule of 30 hours per week; Monday-Friday 8:00 am-4:00 pm with an hour break for lunch. Excellent benefits and generous paid time off included. Salary will commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org.

Applications are now being accepted until May 11, 2018 or until position is filled.