



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Parish Secretary**

**Opening Date:** March 21, 2018

**Location of Job:** St. Mary Catholic Church

**Location Address:** 1062 Charnelton Street, Eugene, Oregon 97401

**Opening Date:** March 21, 2018

**Closing Date:** April 30, 2018

**Position:** Full time

### **Position Summary:**

St. Mary Parish, a dynamic and active parish of 2400 registered families in Eugene, Oregon is seeking a Parish Secretary to join our parish staff. We are looking for an energetic individual with strong computer, communication and secretarial skills, who has a deep understanding and love of the Catholic faith to be a welcoming presence in our parish office.

### **Job Duties:**

- Understanding of general principles of office operation and secretarial procedures
- Maintain electronic calendar and schedule parish facility rentals, events, groups and programs in multiple buildings
- Website and social media experience required
- Strong computer skills (Microsoft Office, Word, Excel, Power Point, Outlook)
- Proficiency in the use of standard office machines (copy and postage machine, typewriter, etc.)
- Excellent oral and written communication with high level attention to detail

- Must be able to handle multiple tasks with interruptions and work independently
- Attend meetings and compose minutes and correspondence
- Monitor and order supplies for office
- Maintains strict confidentiality

**Qualifications:**

- High School graduate with a minimum of three years secretarial/administrative experience
- Two to four years' experience in parish, pastoral center or other related entity preferred
- Knowledge and understanding of church organization and operational procedures
- Practicing Catholic preferred
- Bilingual in Spanish preferred
- Valid drivers' license

**Qualified candidates can submit their resume or address their inquiries to:**  
[rburke@stmaryeugene.com](mailto:rburke@stmaryeugene.com)