



**Saint Gabriel**  
CATHOLIC PARISH

## Parish Secretary:

**Position Overview:** The Parish Secretary provides administrative support to the pastor, and other parish staff, ensuring the smooth day-to-day operation of the parish office. As the first point of contact for visitors and callers, the secretary represents the parish with professionalism, warmth, and discretion. The role includes handling communication, records management, scheduling, and general office duties while maintaining confidentiality and reflecting the values and teachings of the Catholic Church.

More information is available on the parish website. We invite interested candidates to submit their resumes, along with a cover letter detailing their experience and qualifications for this vital role.

Please send applications to:

Mike Reichert

Director of Administrative Services:

[mreichert@stgabrielhubertus.org](mailto:mreichert@stgabrielhubertus.org)

1200 St. Gabriel Way, Hubertus, WI. 53033

**Deadline for submissions:** October 31, 2025