



Parish Secretary (Full Time, 40 hours/week)

Serving both St. Peters Parish- Slinger and Resurrection Parish — Allenton

We are seeking a friendly, organized, and mission-driven individual to serve our two parishes. This full-time role is essential to the daily life of the parish, providing administrative support, coordinating communications, and serving as a welcoming first point of contact for parishioners and visitors.

The Parish Secretary works closely with parish leadership and supports the spiritual and operational mission of the parish community.

Key Responsibilities

Administrative Support

- Serve as the primary point of contact for the parish office (phone, email, and in-person inquiries)
- Maintain parish records and databases (electronic and paper), including Parish Data System and the Archdiocese of Milwaukee portal
- Record parishioner contributions, Mass intentions, and sacramental records
- Prepare worship materials including Prayer of the Faithful intentions, pulpit announcements, and funeral worship aids
- Manage office supplies and coordinate basic technology needs

Communications & Coordination

- Prepare and distribute the weekly parish bulletin
- Maintain and update the parish website and Facebook page
- Coordinate parish mailings and email communications
- Assist with announcements and special parish communications as needed

Qualifications

Education

- High school diploma required
- Associate or bachelor's degree preferred



Technical Skills

- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher) and Google Workspace
- Experience with or willingness to learn parish software (PDS) and Canva

Communication & Personal Qualities

- Strong written and verbal communication skills
- Organized, dependable, and detail-oriented
- Warm, welcoming, and service-oriented presence
- Ability to maintain confidentiality and professionalism

Faith Requirement

- Practicing Catholic in good standing who understands and supports the mission and teachings of the Catholic Church

Schedule & Compensation

- Full-time: 40 hours per week
- Flexible scheduling to be coordinated with parish leadership

How to Apply

Interested candidates should complete an application and submit it, along with a cover letter and resume.

Email documentation to Brenda.lighthizer@stpeterslinger.org

Or mail to:
St. Peter Parish
Attn: Brenda Lighthizer
208 E. Washington St.
Slinger, WI 53086