

Job Description

Job Title: Secretary

Location: St. Mary of Mt. Carmel Catholic Church, Long Prairie, MN

Classification: Exempt

Reports To: Business Manager

Employment Type: Part-Time (about 20 hours/week)

Job Summary: The secretary provides comprehensive secretarial, clerical, and receptionist support to St. Mary of Mt. Carmel parish. This role is responsible for maintaining accurate parish records and ensuring smooth day-to-day office operations.

Job Responsibilities and Duties:

- Provides secretarial and clerical services to the pastor, business manager, ministries, and parish organizations.
- Provides receptionist services for the parish office including the recording of clear and accurate messages, handling routine questions about policies, events, etc., and greeting visitors.
- Assist in the updating and maintenance of parish calendar/event schedule.
- Distributes mail and other related material.
- Maintains Mass intention book and money.
- Prepares weekly bulletins.
- Enters contributions into computer program and reconciles with the deposit.
- Maintains parishioner data.
- Maintains parish sacramental records and notifications.
- Collaborate with funeral home in preparing materials for funerals.
- Prepare weekend Mass introductions, petitions, and announcements.
- Schedules office volunteers.
- Retrieves donations collected in votive stands.
- Collaborates with other parish secretaries of the ACC.
- Other duties as assigned.

Job Qualifications and Skills:

Education

- High School diploma or equivalent

Experience

- Three to five years working in a general office setting with the public is preferred.
- Experience in database management software

Knowledge, Skills and Abilities (KSAs)

- Proficient in Microsoft Office programs
- Bilingual (English/Spanish) is preferred, but not required
- Strong verbal and written communications skills
- Ability to multi-task in a fast-paced environment
- Ability to maintain confidentiality in all matters

For questions, please contact Fr. Brady Keller at (320) 357-0816. To apply, email resume and references to frbradykeller@fivestaracc.org.