

# JOB ANNOUNCEMENT

## Parish Secretary

### Job Summary:

St. Joan of Arc Parish in Orleans, MA is seeking a Parish Secretary to provide essential administrative and clerical support to the Pastor, Business Mgr., and staff, acting as the first point of contact for visitors and inquiries. Major duties include managing communication (phone, email, mail), maintaining records (sacraments, parishioner information), coordinating events, and providing general office support. (20 x Hours/Week – Benefits Available)

### Core Duties & Responsibilities:

- **Communication Management:** Answering phones, managing emails, and handling correspondence, including drafting letters and other communications.
- **Record Keeping:** Maintaining accurate records of sacraments (baptisms, weddings, funerals), parishioner information, and other relevant documents.
- **Event Coordination:** Scheduling and coordinating parish events, including baptisms, weddings, funerals, and other gatherings, and preparing related materials.
- **Office Support:** Providing general office support, including managing the parish calendar, scheduling appointments, and assisting with mail and other administrative tasks.
- **Customer Service:** Greeting visitors, answering questions, and providing information about the parish and its activities.
- **Financial Support:** Assisting with donation tracking, offertory envelopes, and other financial tasks as needed.
- **Website and Bulletin Maintenance:** Updating the parish website and preparing the weekly bulletin.
- **Liaison:** Serving as a point of contact for parishioners, parish groups, and outside organizations.
- **Record Keeping:** Managing and updating the parish database, including sacramental records and parishioner information.

### Required Skills & Qualifications:

- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.
- Proficiency in computer skills, including Microsoft Office Suite and other relevant software.
- Ability to maintain confidentiality and discretion.
- Commitment to the Catholic Church and its mission.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.

### Apply:

Please email interest letter and CV to [frpscheffer@diocese-fr.org](mailto:frpscheffer@diocese-fr.org) NLT September 2<sup>nd</sup>, 2025.