



St. Mary's Cathedral

22 WEST KIOWA ST. • COLORADO SPRINGS, CO
80903 PHONE (719) 473-4633
WEB PAGE: WWW.STMARYSCATHEDRAL.ORG

OPEN JOB POSITION

Job Title: Administrative Assistant Full Time
Location: St. Mary's Cathedral Parish Office
Date Position Open: September 18, 2026
Date Position Closed: Until filled.
Pay Rate: \$21.00 per hour

We are seeking a highly organized individual to work in our parish office at St. Mary's Cathedral. The responsibilities include preparing and publishing the weekly bulletin, Flocknote, updating the website, entering weekly contribution information to Push Pay database, processing new parishioner registrations, maintaining sacramental records, maintaining the Mass intentions schedule, and scheduling sacraments and events in the Outlook calendar. This position provides reception services, opening and closing the parish office during the scheduled shift. The successful candidate will demonstrate a high degree of accuracy, attention to detail, and the ability to work with minimal supervision.

This is a full time job, Monday through Friday from 8am to 5pm, with one hour for lunch. Bilingual (English Spanish) is strongly desired.

TO APPLY: Application forms are available on our website at www.stmaryscathedral.org Submit cover letter, resume and parish application to St. Mary's Cathedral, 22 West Kiowa Street, Colorado Springs, CO 80903 or by email to staff@stmaryscathedral.org.