

**Position:** Parish Administrator

**Location:** Rosebank Catholic Church

**Working hours:** 07h00 to 13h00, Monday to Saturday (**This is a part-time position**)

**Contract duration:** 3 months

**Role overview:** Key point of contact at the church who performs various administrative duties and secretarial work and is responsible for overseeing parish staff. This person must be a welcoming and highly organised person.

**Responsibilities:**

- *Secretarial/administrative work in the office* – incl. answering the phone, record-keeping, managing bookings, organising and co-ordinating of events, management of supplies (church, office and household), etc.
- *Parish communications* – bulletin, electronic bulletin (incl. distribution via WhatsApp and email), website (no coding required), diocese communications, general PR
- *Parish databases* – maintain hard and soft copies of the parish and committee databases
- *Function set-up* in the church and community centre
- *Maintain all rosters* for various committees
- *Staff supervision* – staff duties, rosters, leave, attendance, discipline, etc. (housekeeper, cleaners, security, gardeners and maintenance staff)
- Any additional ad hoc duties that may arise

**Essential skills & attributes:**

- Catholic
- Excellent interpersonal skills – always welcoming and friendly
- Exceptional organisational skills
- Strong attention to detail
- Ability to take initiative
- Expertise in Microsoft Word, Excel and Outlook
- Experience with general secretarial work
- Ability to organise and initiate the smooth and efficient running of the office
- Ability to supervise parish staff

**Other desirable attributes:**

- Parishioner at Rosebank Catholic Church
- Flexibility in terms of working hours

**Deadline for application:** 11 April, with employment commencing on 1 May.

*The Employer reserves the right to make no appointment. An application will not entitle the applicant to an interview. If the applicant has received no response to his/her application two weeks after the closing date for application, he/she may assume his/her application has been unsuccessful.*

Please submit your CV and any other relevant documents to [info@rosebankcatholicchurch.co.za](mailto:info@rosebankcatholicchurch.co.za)