

Position: Parish Administrator / Co-ordinator

Location: Rosebank Catholic Church

Working hours: 16h00 to 21h00, Monday to Friday; and 08h00 to 12h00, Sunday (**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 assists in general co-ordination. This person must be a welcoming and highly organised person.

Responsibilities:

- *Secretarial/administrative work in the office* – incl. answering the phone, managing bookings, etc.
- *Secretary at parish meetings* – incl. PPC, PFC, liturgy committee 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
- *Co-ordinator* – co-ordination of various activities, such as youth activities, in the parish
- Any additional ad hoc duties that may arise

Essential skills & attributes:

- Catholic
- Excellent interpersonal skills – always welcoming and friendly
- Exceptional organisational skills
- Ability to take initiative
- Strong attention to detail
- Expertise in Microsoft Word, Excel and Outlook
- Experience with general secretarial work

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