



HOLY FAMILY CATHOLIC CHURCH

9531 Liberty Road | Randallstown, Maryland 21133

HOLY FAMILY CATHOLIC CHURCH IS SEEKING TO HIRE A PARISH SECRETARY

Holy Family Catholic Church Has a Parish Secretary opportunity available. This position handles all parish administrative functions and assists the pastor to achieve the parish mission. The Parish Secretary provides a welcoming presence and serves all who participate in the life of the parish.

JOB DESCRIPTION

Holy Family Catholic Parish is seeking candidates for a full-time secretarial position in our church office. This role welcomes all who come into or telephone the parish office and assist parish ministries. The position reports directly to the Pastor and work alongside the Business Manager, Director of Faith Formation, and parish volunteers. The hours are 9:00 am to 5:00 pm Monday thru Friday.

JOB RESPONSIBILITIES:

- Performs secretarial duties at the direction of the Pastor and the Pastoral Associate.
- Answers phone calls
- Orders office supplies
- Maintain the Microsoft Outlook Parish Calendar
- Operates office machines and monitor their maintenance needs
- Maintain sacramental information in record books and card files
- Handle incoming and outgoing mail
- Schedule, coordinate, and oversee count teams
- Order church supplies as needed
- Coordinate bookkeeping items
- Generate and mail end of year statements
- Manage parishioner database
- Update, proof, and coordinate timely delivery of the weekly bulletin
- Other duties as assigned

JOB REQUIREMENTS:

- Practicing Catholic preferred
- Excellent communication and interpersonal skills
- Excellent discretion and judgment to serve all who seek assistance and maintain confidentiality appropriately
- Must be able to work collaboratively with clergy, staff and volunteers
- Minimum of a high school diploma or equivalent
- Computer competency in Microsoft products

**[Submit Cover Letter and Resume
via the Archdiocese of Baltimore website](#)**

No phone calls please.

Phone: 410.922.3800

Website: www.holyfamilyrandallstown.org

A parish of the Catholic Archdiocese of Baltimore. The mission of Holy Family Catholic Church is to help people to believe in Christ, belong to His Church, and bless our communities.