

## **VACANCY - Parish Secretary**

There is an opportunity for an experienced Secretary to undertake office administrative functions at the Parish of St Macartan's in a permanent part-time role reporting to the Parish Priest. The role of the Parish Secretary will be to build solid relationships and work collaboratively to provide support to the Parish Team, Volunteers and Parish Schools.

The successful applicant must be well motivated to work for the Church and ideally possess a strong commitment to its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish and an understanding of liturgy/sacraments would be highly advantageous.

This permanent part-time position is based at the Parish Office at 4 Drake Street, Mornington VIC 3931. This requires the secretary to work 26 hours per week across 4 days Tuesday to Friday. The successful applicant will work with the Parish Priest, Assistant Priest, and volunteers. Terms and conditions are governed by the Archdiocese of Melbourne.

### **Key Requirements / Responsibilities**

Reliable, dependable, trustworthy, and honest.

Good written and verbal communication skills with ability to relate to a variety of people. Provide secretarial and office support services to the Parish Priest, Assistant Priest, and the Parish community. Manage the Shared Calendar of appointments and events for Parish Priest and Assistant Priest. Maintain all Parish Registries for Baptism, Marriage and deaths and respond to enquiries .

**Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au)**

See our website for further details of the above position, or look on the Archdiocese website at:

[Job vacancies](#) | [Melbourne Catholic](#)