



JOB DESCRIPTION
Diocese of Fall River
Immaculate Conception Parish, North Easton, MA

JOB TITLE: Administrative Assistant

POSITION TYPE: Regular Full-Time (30 hours per week)

SUMMARY: Supports the Pastor and Parish in all administrative duties.

JOB RESPONSIBILITIES:

- Refined interpersonal manner to respond to phone and walk-in office contact
- Manage and provide reports on the parish financial accounts.
- Manage contact with vendors and accounts receivable/accounts payable
- Maintain the daily parish calendar and sacramental records
- Other duties as assigned

QUALIFICATIONS:

- Understanding and commitment to the teachings and mission of the Catholic Church
- Advanced skills, including Proficiency in Quickbooks, and Microsoft Office, including Word, Excel, Outlook and Publisher
- Familiarity with data programs, i.e.: Gabriel (Parish Census) and Pontem (Cemetery Administration)
- Excellent interpersonal skills
- Strong service orientation
- Ability to communicate effectively
- A high degree of confidentiality and unequivocal discretion a must

Immaculate Conception offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: redegagne@gmail.com or mail to:

Rev. Richard E Degagne
193Main Street
North Easton, MA 02356

Equal Opportunity Employer