

## Parish Secretary Immaculate Conception Parish, New Bedford

Immaculate Conception Church, located in New Bedford, MA, is seeking a secretary candidate for 35 hours per week. Principal duty is to welcome to all who come to or call the parish office, and work alongside with the Pastor and other ministry leaders. As a Portuguese parish, the ideal candidate must manage fluently both in Portuguese and English. The office hours for this position are Monday through Friday from 9 am to 4 pm.

### **Job Responsibilities:**

- Maintain Parish Management software of parishioner information. Onboard new members to the Parish.
- Welcome all who contact or visit the Parish Office and provide appropriate assistance.
- Manage and maintain facility scheduling.
- Maintain and oversee all sacramental records and funerals in the appropriate parish books and electronic records.
- General office management of supplies and equipment.
- Provides minimal bookkeeping and payroll services to the parish, bank deposits, payroll preparation.
- Other duties as assigned by pastor.

### **Qualifications:**

- Practicing Catholic preferred.
- High School diploma or equivalent. Some college preferred.
- Candidate will possess excellent organizational and interpersonal skills, independent judgment, discretion, and strong computer skills.
- Fluent in English and Portuguese languages.

### **PHYSICAL PERFORMANCE ELEMENTS:**

- Position requires the ability to sit, operate a keyboard, speak, lift up to 20 pounds, bend, stoop, and reach.
- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

### **Please**

Email: [frmvarela@diocese-fr.org](mailto:frmvarela@diocese-fr.org) for a detailed job description and to schedule an interview