**Position Vacant**

**Parish Secretary – St Mary’s Parish, Williamstown**

There is an opportunity for an experienced Parish Secretary to undertake office administrative functions at St Mary’s Parish in a 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 in Williamstown. The hours required for this role are 21 hours per week each Tuesday, Thursday and Friday. This role offers flexibility with hours. The successful applicant will work with the Parish Priest and volunteers. Terms and conditions are governed by the Archdiocese of Melbourne.

**Key Requirements**

* Strong PC skills, in particular Microsoft Office suite of products.
* Be familiar with the Archdiocese operating system, Parish on Line (PACS) would be an advantage, however, training can be provided.
* Initiative and a capacity to work with a minimum of supervision.
* Maintain records in a tidy and readily accessible manner.
* Maintain confidentiality and security of all records.
* Experience in providing a range of secretarial and office management services.
* Ability to work to timeframes with attention to detail and priorities.
* Good communication skills with ability to relate to a variety of people.
* A background in finance would be preferable.

**Key Responsibilities**

* Provide secretarial and office support services to the Parish Priest and the Parish community.
* Maintain all Parish Registries for Baptism, Marriage and deaths and respond to enquiries on these matters and refer families to the appropriate Parish team member.
* Co-ordination of the banking on a fortnightly basis.
* Reconciliation of the bank account on a daily basis.
* Assist with the parish website updates.
* Maintain orderly digital files and archives as appropriate.
* Attain a general understanding of duties of other staff members or volunteers to support him/her during annual leave or sickness.
* Assist when required the Parish Finance Team in the maintenance of the Stewardship Program and other programs Assist with the training of new employees and volunteers in the office.

**Other Relevant Requirements**

* Working with Children Check
* Police Check (new Check required)
* Valid Driver Licence

**Additional Information**

Applications are to be sent to recruitment@cam.org.au 18th May 2023. Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 2424. We look forward to hearing from you and wish you all the best.

***The Archdiocese is committed to the safety, wellbeing and dignity of all***

***children and vulnerable adults.***