



PARISH NAME: St. Paul Parish

Position Title: Parish Secretary/Administrative Assistant

Opening Date: January 15, 2026

Closing Date: Open Until Filled

Location of Job: St. Paul Parish

Location Address: 1410 Pine St., Silverton, OR 97381

Position: Full Time, Non-Exempt, Benefits Eligible

Position Summary: St. Paul Parish in Silverton is currently seeking a Full-Time Parish Secretary/Administrative Assistant to help support the daily operations of our active and faith-filled Catholic community. This role is ideal for a friendly, organized and professional individual who thrives in a welcoming, service-oriented environment.

Primary Responsibilities:

- Provide administrative and clerical support to the pastor, parish staff and ministry leaders.
- Manage front office duties, including answering phones, responding to emails, distributing mail and scheduling appointments.
- Maintain parish records, sacramental registers and manage the parish calendar.
- Prepare and distribute the weekly parish bulletin and other parish communications.
- Assist with planning and coordination of parish events, meetings, and liturgical celebrations.
- Greet and assist parishioners and visitors as the first point of contact at the parish office.

Required Knowledge, Skills, and Abilities:

- High School diploma or equivalent required; coursework or certification in office administration preferred.

- Minimum of 2 years administrative or office experience, ideally within a church or nonprofit environment,
- Bilingual fluency in English and Spanish is strongly preferred,
- Proficiency in Microsoft Office (Word, Excel, Canva, Outlook) experience with parish management software is a plus.
- Excellent communication skills, both written and verbal.
- Strong organizational abilities, attention to detail and capacity to handle multiple tasks efficiently.
- Ability to maintain confidentiality and demonstrate professional discretion.
- A practicing Catholic with an understanding of and commitment to the mission and values of the Catholic Church.

Please submit your resume in person or via email to:

Office@stpaulsilverton.com For additional information, contact the parish office at 503-873-2044.