

Parish Secretary

St. Jerome Catholic Church

Position Summary:

The Parish Secretary a full-time position that provides essential administrative and clerical support to the Pastor, Business Manager, and parish staff. This position requires strong organizational skills, attention to detail, discretion, and a welcoming presence in serving the needs of parishioners and the broader church community. The Parish Secretary helps ensure the smooth day-to-day operations of the parish office, maintains parish records, manages data entry, supports parish ministries, and assists in sacramental record-keeping. **Candidates must be fully bilingual in English and Spanish. Availability to work occasional evenings and weekends is required.**

Key Responsibilities

Administrative and Clerical Support,

- Provide administrative support to the Pastor, to include call screening, calendar management and scheduling, along with general administrative duties.
- Maintain church calendars and coordinate scheduling of staff meetings, ministry events, and parish activities.
- Answer phones, greet visitors, and assist parishioners with general inquiries.
- Handle confidential information with professionalism and discretion.

Records and Database Management:

- Maintain accurate and up-to-date parishioner registration records.
- Enter offertory and online contributions into parishioner accounts.
- Register new parishioners and assist them with orientation.
- Process and report DSF contributions to the Archdiocese.

Sacramental Records:

- Keep all sacramental records up to date in the official record books.
- Handle requests for sacramental certificates, including notations and corrections.
- Submit necessary updates to the Archdiocesan Records Office.
- Archive marriage paperwork submitted by clergy.

Ministry and Communication Support:

- Facilitate communication between church staff, ministries, and parishioners.
- Assist with parish mailings, announcements, and ministry support materials.
- Support parish and school events as needed, including occasional evening and weekend duties.

Qualifications / Requisitos:

- Practicing Catholic in good standing with the Church preferred.
- Familiar with and supportive of the doctrinal and moral teachings of the Catholic Church.
- High school diploma or equivalent required; previous church administration experience a plus.
- Proficiency in Microsoft Office and parish database systems (e.g., ParishSoft).
- Excellent interpersonal and communication skills in English and Spanish (bilingual required).
- Ability to manage multiple tasks and prioritize effectively.
- Must be able to work in a collaborative team setting.

How to Apply:

Interested candidates should submit a **resume and cover letter** to:

Robert Alcala, Business Manager

 Email: r.alcala@stjeromehou.org