

St. Mary's Visitation Parish

Job Opening

Parish Secretary - Part-time

5/15/2024

St. Mary's Visitation Parish is looking for a part-time parish secretary/bulletin editor, approximately 20-25 hours per week. Qualifications include prior office experience with efficiency in Microsoft Office, attention to detail and customer service oriented. Candidate should be a practicing Catholic in good-standing with the Church. Interested candidates should submit a cover letter and resume to Fr. Derda at frderda@comcast.com.