

## *ST. SHARBEL MARONITE CATHOLIC CHURCH*

### **Position:**

St. Sharbel Maronite Catholic Church in Clinton Township, MI is seeking a passionate and energetic Administrative Assistant who will be an integral part of our growth in faith and the faithful. This part-time position requires an individual with excellent organizational skills, time management, and computer and communication skills. The ideal candidate will be a diligent self-starter who is a resourceful team player, able to multitask, prioritize, and self-direct.

### **Requirements:**

Minimum of 2 years office and administrative experience.

Strong computer skills, intermediate proficiency in Microsoft Word, Excel, and Power Point. Familiar with ParishSoft or similar applications; email services such as Mail Chimp or Constant Contact; Publisher software; ability to search for, enter, and update data.

Coordinate and plan with the Pastor, church volunteers, and committee members events such as weddings, funerals, baptisms, and memorial Masses. Maintain communication with parishioners and the local community both in person and through the church's website and social media.

Excellent interpersonal skills; works well with other staff, volunteers and church members.

Ability to manage multiple phone lines, transfer and forward calls, and use software to monitor security cameras.

Demonstrates knowledge and experience with managing office equipment, such as copier and printers.

Maintain records of expenses for supplies and events related to the office, hospitality, etc.

Ability to keep sensitive information confidential.

Commitment to standing as a moral representative of the church community.

Willingness to be and stay teachable/trainable and grow/learn as the church grows.

Manage and update any and all social media outlets including church website.

Effectively generate mass communications to church members and community through mass and direct emails.

Create all Church Bulletins, Newsletters, Weekly Announcements, and Event Inserts.

**Please send your resume to [stsharbelmichigan@gmail.com](mailto:stsharbelmichigan@gmail.com) by December 15, 2021**