

Secretary for Faith Formation Office

Sacred Heart Faith Formation Office is the hub for all programs and resources for our parishioners, from infants through elders. The role of the secretary is to assist the director of faith formation, the youth minister, and catechists.

Secretary Job Responsibilities:

- Enhances effectiveness by providing information management support.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence; collecting information; and filing in appropriate methods.
- Manages department schedule by maintaining calendars for meetings, conferences, and building uses.
- Completes requests by greeting people, in person or on the telephone, and answering or referring inquiries.
- Maintains parishioner confidence and protects the parish by keeping information confidential.
- Prepares reports by collecting information.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.
- Keeps equipment operational by following manufacturer instructions and established procedures.
- Secures information by completing database backups.
- Provides historical reference by utilizing filing and retrieval systems.
- Contributes to team effort by attending staff meetings.

Hours—73 hours per month. 10 months (Sept. – May)

- Tuesday – Friday 9am-12pm
- Sunday (when classes are scheduled) 8-11am
- Two or more evening meetings per month

Secretary Qualifications/Skills:

- Administrative writing skills
- Reporting skills
- Supply management
- Scheduling
- Microsoft Office skills
- Professionalism, confidentiality, and organization
- Typing
- Verbal Communication
- Familiar with the Catholic Faith
- Bi-lingual (Spanish and English)
- Comfortable engaging with parishioners

Job open until position filled.

Send inquiries to: shpullman@dioceseofspokane.org

Include a resume and letter of interest.

Or mail to:
Director of Faith Formation
Sacred Heart Parish
440 NE Ash Street
Pullman, WA 99163