

We are hiring!

Full-time Administrative Assistant at St. Gabriel & St. Bridget Parishes' Office, Connersville

As our current Administrative Assistant, Terrie Fronckowiak, is retiring after faithfully serving our parishes, we are seeking a dedicated and organized individual to join our team as a full-time Administrative Assistant. This position plays a vital role in supporting the daily operations of our parishes' office and parishes' lives. The ideal candidate will be reliable, detail-oriented, and possess excellent interpersonal communication and organizational skills.

The primary function of this position is to provide a full range of clerical duties within the parishes' office for staff. This role functions as the main point of contact for those connecting with either of our parishes, via phone, mail, in person, or through electronic communications. This person works to address questions and concerns, provide access to buildings, and address needs of those in the parishes' community. Additionally, the role includes, but is not limited to: updating Sacramental Records; helping with materials for weekend liturgies; operating office equipment; supervising volunteers; and assisting other staff members with administrative duties as needed.

Qualifications are as follows...

- High school education or equivalent required.
- 1-3 years previous experience in an office setting preferred.
- Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct.
- Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
- Background screening required.
- Valid driver's license required.
- Must be comfortable working on the computer and using various software packages, such as ACS, the Microsoft Office Suite and Google products.
- Must be comfortable learning to use office equipment, such as copier, folding machine, postage machine, video screens etc.
- Strong Organizational skills and attention to detail.
- Excellent verbal and written communication abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Friendly and professional demeanor with a commitment to providing exceptional representation of Christ and His Church.

Application Process: To apply for the position of Administrative Assistant, please submit your resume and a cover letter outlining your qualifications and why you are interested in joining our parishes' team. Applications can be emailed to prader@stgabrielconnersville.org or dropped off at the parish office during business hours. The deadline for applications is Wednesday, April 3, 2024.

If you have any questions, please call Pamela Rader, our Business Manager, at 765-825-8578.
Thank you.