

**ST. WILLIAM CHURCH  
POSITION ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT- BILINGUAL**

St. William Church, located at 719 North Main St. in Shelbyville, TN, is seeking candidates for the position of Administrative Assistant. This position is part-time, 17.5 hours per week. Work schedule is from 12:00pm to 3:30pm Monday through Friday.

Primary functions of this position are to greet visitors, respond to or direct incoming email and written correspondence; answer telephone and record messages; provide secretarial and clerical support to the pastor, ministries, and parish organizations; maintain all parish records and mailing lists; coordinates Baptism class schedule; coordinates bereavement needs when funeral needs arise; maintain inventory of office supplies; prepare weekly parish bulletin; posts weekly contributions and sends letters of acknowledgment; prepares check requests for approval and issues payments to vendors; maintains personnel/payroll records; schedule Mass intentions; maintain sacramental records; maintain parish calendar and schedule parish facility usage.

Education/Experience:

- High School Diploma or equivalent
- Prior work experience in an office setting; knowledge of standard office equipment

Other Skills or Requirements:

- Must be bilingual in English and Spanish, oral and written
- Attention to detail and accuracy of work
- Ability to perform assigned tasks with minimal supervision
- Intermediate level computer skills with ability to use email, internet, and Microsoft Office software applications such as Word, Excel, and Publisher
- Prefer candidate with experience using Parish Data Systems
- Excellent organizational skills with accurate filing ability
- Ability to work with a variety of people and represent the parish in a positive manner
- Ability to honor and maintain confidentiality
- Practicing member of the Roman Catholic faith preferred
- Sacramental knowledge a plus
- Willingness to submit to criminal background screening

Competitive pay based upon qualifications and experience. Please email resume and cover letter to: Rev. Louis Rojas at [st.william931@gmail.com](mailto:st.william931@gmail.com).

POSTING DATE: January 19, 2017  
DATE AVAILABLE: Immediately