

Job Title – Parish Secretary
Hours – Part-time, Unbenefited, 15-hours per week
Tuesday and Wednesday 3:00 p.m. - 6:00 p.m.
Friday, 12:00 p.m. – 5:00 p.m.
Saturday, 9:00 a.m. - 1:00 p.m.

Parish – St. Dominic Catholic Church, 440 E. Briarcliff Rd., Bolingbrook. IL 60440

Start a Great Career with a Great Purpose!

Mission Statement

We, the people of St. Dominic Catholic Church, united by Baptism and guided by the Holy Spirit, are called to proclaim the Gospel; to live lives of simplicity and service; to celebrate the unique gifts of all our people; to respect life from conception to natural death; to be a community where all are welcome. Under the patronage of St. Dominic, we pledge and dedicate ourselves to this vision as we work together to build the Kingdom of God.

In this role, You will...

- Answer phones and greet visitors
- Maintain sacramental records and copy certificates per parishioner request
- Process and record daily Mass intentions
- Manage parish calendar, liturgical calendar and web calendar
- Design, lay-out, and edit parish bulletin
- Other duties as assigned

Required Qualifications

- Several years' experience working in an administrative role
- Excellent communications and other interpersonal skills
- Experience using accounting software, Microsoft Office, and Google Docs
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of St. Dominic Catholic Church and the Diocese of Joliet

Preferred Qualifications

- Bilingual English/ Spanish
- Experience with ParishSOFT

Physical Demands¹

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

If interested in this amazing opportunity, please send a resume and cover letter to the Business Manager at businessmanager@stdominiccc.org.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.