

Sacred Heart Church
Job Posting for Part-Time Secretary—18 hours/week
150 E. Summit Ave., Muskegon, MI 49444 (231 733-2440)

Applicant must have computer skills and be proficient in Microsoft Office programs, especially Publisher, Excel and Word. Administrative skills and familiarity with Roman Catholic beliefs and practices helpful.

Performs full range of secretarial and administrative functions and related office services for staff and members of the parish such as, but not limited to:

- Preparing Weekly Church Bulletin
- Website editor
- Sacramental recording and scheduling Mass Intentions
- Parish data base maintenance and report generation
- Managing the petty cash fund and the Cash Receipts Journal
- Verifying and preparing deposits
- Managing and administering the parish email account
- Liaison with funeral homes in the handling of funeral preparation
- Ordering materials, supplies and/or equipment for the office, staff, and church
- Maintaining church calendars
- Scheduling the use of parish facilities and coordinating parish activities
- Answering phones, greeting visitors, opening and distributing mail, coding invoices

Submit resume with cover letter to: Fr. Douglas Braun at dbraun@rmdiocese.org or admin@sacredheartmuskegon.org; mail to Sacred Heart, or drop in the secured mail box outside the office entrance. The deadline for applying is February 15, 2021.