**PARISH SECRETARY – CAMBERWELL EAST**

**Overview**

* Parish Secretary
* Camberwell East: St Dominic’s Parish
* Permanent part-time: 20 hours per week (Mon-Fri, 10am-3pm)

**About us**

St Dominic’s is a welcoming community of Catholic Christians who have an outward focus on evangelization and social justice. The Parish will celebrate its centenary in 2024 and has been in the care of the Dominican friars from the beginning.

The primary purpose of this role is to provide secretarial services to the Parish Priest and staff and manage the Parish Office. There is a probationary period of six (6) months after which the position will be offered on a permanent basis or employment terminated.

**About the role**

The main responsibilities of the Parish Secretary include but are not limited to the following:

* Provide secretarial services and office support to the Parish Priest and staff, including at meetings of the Parish committees.
* Manage communication between the Parish Office and community by phone, email, and in-person.
* Respond to enquiries about bookings for sacraments, the Church, and Parish Centre.
* Maintain the Parish Registers and archival material.
* Prepare the weekly bulletin, website/social media updates, and Godstart materials.
* Assist with induction of volunteers especially in relation to safeguarding protocols.
* Other duties as requested.

**About you**

The successful applicant will ideally satisfy the following criteria:

* Minimum of three (3) years’ experience in a similar role
* Demonstrated active and passionate commitment to the evangelizing mission and values of the Catholic Church
* Strong communication skills and pastoral sensitivity
* Strong on initiative and working to schedules with a minimum of supervision
* Strong PC and IT skills, in particular Microsoft Office and database management
* Demonstrated commitment to service and a willingness to be accountable for their performance
* Working with Children Check
* Police Check (new Check required)

**Additional Information**

Applications are to be sent to hr.recruitment@cam.org.au by Friday 4 November 2022. Please submit a cover letter along with a current résumé. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

***The Archdiocese is committed to the safety, wellbeing, and dignity
of all children and vulnerable adults.***