



CATHEDRAL OF SAINT PETER

**Parish Executive Assistant/Secretary
Cathedral of Saint Peter
And
Immaculate Conception Parishes
Scranton, Pennsylvania**

Scope

The Parish Secretary/Executive Assistant is a full-time administrative support position that will be split between the Cathedral of Saint Peter and Immaculate Conception Parish, Scranton. The candidate will be expected to work effectively in a collaborative and professional ministerial environment in two parishes. The candidate must possess the capacity to represent the Cathedral pastor appropriately, as well as the other members of the Parish staff. Additionally, the candidate must recognize that they represent the Catholic Church, especially to those who are alienated or distant from the Church. This must be executed with compassion and accountability.

Requirements

The successful candidate absolutely must possess strong interpersonal skills, demonstrate strong compassion in a professional manner, collaborate and coordinate effectively with different aspects of parish ministry. The position requires strong proficiency in Microsoft Office Suite, as well as other computer and technology proficiency. Additionally, the candidate must possess the ability to write and communicate effectively.

Responsibilities

The following are the responsibilities, subject to change, and without limitation:

- Answer Phones and communicate messages adequately
- Coordinate all liturgical events at both parishes

- Coordinate multiple electronic parish calendars, including those used by the Diocese of Scranton Office for Divine Worship and the Office of the Diocesan Bishop
- Coordinate bulletin publication for both parishes
- Be present at and actively participate in weekly staff meetings, which will include:
 - Formulation of agenda
 - Agenda execution schedule
- Schedule mass intentions and process mass cards
- Enter and maintain all parish census information using PDS software
- Maintain all sacramental records for both parishes
- Issue any and all communications related to sacramental record keeping
- Execute other tasks as needed

Structure

The candidate will (technically) be employed by two parishes in a full time (40 hours per week) capacity. The candidate will occupy office space in both the Cathedral offices and on the Immaculate Conception campus in a structured schedule that will be determined by the needs of both parishes. The linkage between both parishes presents many challenges and opportunities that requires flexibility, organization, creativity, and structure. The candidate will play an integral and essential role in the pastoral and professional linkage structure between the Cathedral of Saint Peter and Immaculate Conception Parish.

Salary and Benefits

Salary will be determined by experience. Benefits will be the same as other full-time employees currently at the Cathedral of Saint Peter, which includes:

- Health insurance
- Vision
- Dental
- 403(b) retirement access and match
- Major religious and Federal holidays
- Structured paid time off

Any applicant will need to provide two references and a resumé to the Cathedral Pastor and Rector:

Reverend Jeffrey D. Tudgay
 315 Wyoming Avenue
 Scranton, Pennsylvania 18503

Applicants can also email information to: pastor@stpeterscathedral.org