Sacred Heart of Jesus Catholic Community is seeking a part time Secretary for the Parish Office. The Secretary – Sacramental Records is expected to maintain all sacramental record books accurately and in a timely manner. Applicants must be 18 years or older, have a dependable attendance record, strong interpersonal skills, ability to maintain confidentiality and willingness to learn procedures and requirements of sacramental recording. Training will be provided. The position is hourly and part-time (20-25 hours/week).

Essential Duties and Responsibilities:

- Manage official parish sacramental record books; record Baptisms, First Eucharists, Confirmations, RCIA, and Marriages.
- Update Baptismal book with notifications received from other parishes.
- Record all deaths and update member information in parish database.
- Send notification of sacraments to parish of Baptism for First Communions, Confirmation and RCIA.
- Process requests for copies of records.
- Research missing records.
- Attend all training provided by the Archives Office regarding sacramental records.
- Other duties as assigned.

The ideal candidate for this position must have the following:

- Must be able to print legibly and accurately within space restrictions of record books.
- A strong work ethic and attention to detail with reliable attendance.
- Ability to work with families requesting records that may require additional information in time sensitive situations.
- Collaborative spirit when working with parish staff, clergy and parishioners.
- Prior parish experience helpful.
- Bachelor’s degree or relative experience preferred.

Interested candidates should send resume and cover letter to jobs@sacredheartmanvel.org with “Secretary” in the subject line.