

POSITION TITLE: Office Clerk  
STATUS: Part Time ,  
HOURS: Monday - Thursday, 9:00 AM - 4:00 PM

**ESSENTIAL DUTIES:**

1. Sacramental Records Management
  - Process and record all sacramental documentation
  - Update and organize parish records
  - Process records requests
  - Parish Soft & OSV Management
    - Registration of New Families
    - Giving Envelopes
  - Manage Mass Intention records
  
2. Program Assistance
  - Serve as CMG (Catholic Mutual Group) Coordinator
    - Verify Volunteers are trained
    - Assist with training as needed.
  - Assist with daily operations:
    - Communications
    - Liturgy (i.e.: Marriage Prep & Annulments)
    - Youth Ministry
    - Additional duties as assigned by the pastor

**QUALIFICATIONS:**

- Strong organizational and record-keeping abilities
- Strong experience with Office 365 & Adobe products
- Strong Attention to detail
- Good communication skills
- Ability to maintain confidentiality
- Ability to lift up to 20 pounds

REPORTS TO: Pastor

HOURLY RATE: \$15

TO APPLY: Please contact Fr. Orrin Halepeska at [orrinhalepeska@gmail.com](mailto:orrinhalepeska@gmail.com)