

Part-Time Parish Secretary / Administration Assistant

Grange Park & Edenmore Parish are currently advertising a position within the Parish Office for a Parish Secretary / Administration Assistant on a part-time basis at 12 hours per week (9:30-12:30 4 mornings per week).

Duties include:

- Providing secretarial support to the Parish Priest
- Assisting in the day-to-day operation of the office & church which will include dealing with telephone, mail & email communications
- Administration duties relating to the sacraments
- Maintaining parish registers
- Engaging & supporting the Parish Team, Faith Development Officer & Volunteers and dealing with the public

The appointed individual is expected to have at least 4-5 years prior administrative experience & be IT literate with Microsoft Word & Excel being essential. Experience on Wordpress and database systems such as Salesforce being an advantage but not essential. Be a self-starter, professional, organised and able to work with discretion as part of the broader parish team.

Pay and conditions will reflect the part time nature of the role and experience of the successful candidate.

Applications in writing including a current CV to Fr Paddy Boyle C/O Parish Office, 12 Grangemore Grove, Donaghmede, Dublin 13 or by email to info@stbenedicts-stmonicas.ie by 5pm Wednesday 15th February 2023.