

## **PASS THE WORD...We are hiring a Church Secretary!**

St John the Evangelist Catholic Church, Waynesboro VA, is looking to hire a Church Secretary.

This position performs secretarial, clerical, record keeping duties for their church community. Greets and refers visitors, schedules facilities, weddings and funerals, processes mail, types letters, memos, bulletins, Flocknotes, and publishes on website and social media as needed. Collects and reports on monies received through the office, works with various ministries for scheduling space and publishing minutes.

### Essential Skills:

Proficiency in Microsoft Office software  
Verbal and written communication  
Problem solving  
Adaptability  
Customer service  
Organized and detail oriented

Required: HS diploma

Preferred: Church and/or office experience

Send cover letter and resume

to: [emarkham@stfrancisparish.org](mailto:emarkham@stfrancisparish.org)

