

## **ST. FRANCIS JOB OPENINGS**

### **ADMINISTRATIVE ASSISTANT**

St. Francis Parish is seeking a **full-time Administrative Assistant**. This position maintains sacramental records, parish calendar, and parishioner database; prepares weekly bulletin and monthly schedule for ushers, eucharistic ministers, gift presenters, lectors, organist, etc.; and works closely with the pastor, parish employees and volunteers on a variety of programs and events. This position also handles all bookkeeping functions for the parish including accounts receivable, accounts payable, parish financial reports, reconcile accounts, and payroll.

Applicant must have strong written and oral communication skills; be highly organized, detailed and flexible; exercise problem-solving, discretion and interpersonal skills, and must maintain confidentiality. Excellent knowledge and understanding of bookkeeping practices required.

Essential qualifications include a minimum of a high school diploma, Associate's Degree preferred, or equivalent experience; 3+ years' experience in a related role of providing administrative and bookkeeping support, plus knowledge in Microsoft Office and other computer programs/applications. Practicing Catholic preferred with thorough knowledge and understanding of Catholic teachings, practices and organizational structure. To apply send cover letter with résumé to St. Francis of Assisi Parish, 251 S. Clinton Street, Aviston, Illinois 62216; email to [parish@stfrancisav.org](mailto:parish@stfrancisav.org). **Application deadline: October 15, 2020.**

### **Maintenance Technician and Cemetery Sexton**

St. Francis of Assisi Catholic Church is seeking a **full-time Maintenance Technician and Cemetery Sexton**. This position preserves the buildings and grounds of St. Francis Parish by performing exterior and interior general maintenance and custodial work; identifying improvements and repair needs; and completing necessary repairs when appropriate.

Essential qualifications include a minimum of a high school diploma or GED and experience with building maintenance and repairs of a minor to moderate scope. Ability to identify needs and potential problems and articulate the problem and alternative resolution to the Pastor. Ability to communicate effectively, both verbally and in writing.

To apply send cover letter with résumé to St. Francis of Assisi Parish, PO Box 93, Aviston, Illinois 62216; email to [parish@stfrancisav.org](mailto:parish@stfrancisav.org). Or call 618-228-7219.