

St. Paul the Apostle Catholic Church
1425 E. Shelby Drive
Memphis, TN 38116
(901) 346-2380

St. Paul the Apostle Administrative Assistant Job Description

The Administrative Assistant reports directly to the pastor and is responsible for a wide variety of administrative and clerical activities for the parish office, including but not limited to the following and anything else that the pastor assigns.

Prepare weekly –
 Bulletin
 Liturgical documents

Administrate the parish calendar. Mass intentions, keep inventory of parish materials & order as needed, share in answering the phone & door, keep sacramental records, assist with the planning of funerals, assist with implementation of a variety of parish ministries, such as RCIA, Baptismal Prep classes and special events.

Qualifications:

Four (4) year college graduate or equivalent in experience. Master's degree in Business Administration preferred.

A practicing Catholic who is a member of a parish in the Diocese of Memphis.

Ability to set priorities, organize work effectively and efficiently, including maintaining effective record-keeping systems.

Ability to compose correspondence, minutes, and/or reports.

Proficient in Microsoft Office and Parish Data System

The position is full-time, 40 hours per week with benefits, at times may have to work overtime and/or weekends. Bilingual in Spanish is preferred.

Please mail resumes to the Parish Office or email to Rev. Stephen Kenny,
fr.kenny@stpaulmemphis.org, if you would like to apply for the job.