

Job Opportunity!

Parish Office Administrative Assistant

(Part Time)

St. Isidore Catholic Parish

Bloomingtondale, IL

If you appreciate a **relaxed work environment**, friendly coworkers and rewarding responsibilities, this job is for you! St. Isidore Parish in Bloomingtondale is seeking an individual with a **spirit of hospitality** who has excellent customer service skills. Must be fluent in speaking both English and Spanish. This position requires the ability to multi-task, **work independently** and prioritize. Candidate must be detail oriented and organized. This is a part-time position (up to 29 hours/week, M-F).

Duties: Respond to phone calls and walk-in requests, enter parishioner registrations, keep sacramental records, schedule baptisms, weddings, funerals, mass intentions, and perform follow-up communications. Additional duties include working as a liaison to and supporting our parish priests, deacons, and pastoral staff.

Software Knowledge: Microsoft Office. Will train database software, calendar software, and work order software.

Please email your resume to Dan Tobin at dtobin@stisidoreparish.org

No phone calls, please.

