

# **SAINT THOMAS AQUINAS CATHOLIC CHURCH**

## **ZANESVILLE, OHIO**

### **JOB OPPORTUNITY**

**Job Title:** Receptionist/Outreach Coordinator

**Practicing Catholic:** Preferred

**Deadline:** Until position is filled

**Status:** Part Time, Hourly

Saint Thomas Aquinas Catholic Church in Zanesville, Ohio, seeks a Part-Time Parish Office Secretary/Receptionist to answer phones, greet visitors, and perform customer service functions of the church office. This position also serves as outreach coordinator and is responsible for connecting individuals to parish and community services.

Candidate will be part of the parish team collectively committed to building a thriving parish that brings people to Christ and his Church.

The successful candidate will have a high school degree or equivalent and demonstrated knowledge and experience in Microsoft Office Suite and multi-line phone system operation. Other requirements include strong communications and interpersonal skills, ability to maintain confidentiality, document management, and collaboration. A minimum of three years' experience in an office setting is required. Knowledge and understanding of Catholic teaching and ability to apply it to parish policies and practices is preferred.

Compensation is commensurate with candidate's education and experience. Employment offer is contingent on the successful passing of the mandatory background screening and completion of the Virtus "Protecting God's Children" program.

Send resume with cover letter to [parish@aquinaszanesville.org](mailto:parish@aquinaszanesville.org).