
St. Matthew the Apostle Parish Gahanna

Employment Opportunity

Date: December 29, 2017

Deadline: January 19th, 2018

Parish: St. Matthew the Apostle

Status: Full Time 40hrs/week

Position: Parish Office Manager

Practicing Catholic: Preferred

Position Summary: The Office Manager coordinates and facilitates the day-to-day operations and the activities of the Parish. This position offers the flexibility and opportunity to make use of particular gifts and talents of the individual such as computer skills, programming, scheduling of various ministries. The position is expected to use good personal judgment in carrying out routine duties and responsibilities of the Parish.

Qualifications for the position: The ideal candidate must be self-motivated to complete the responsibilities of the job with minimum supervision; ability to multi-task and establish priorities; ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; ability to read and comprehend simple instructions, write correspondence, and memos; ability to effectively communicate with staff, parishioners, and other visitors to the parish; ability to exercise discreet judgment in maintaining all information highly confidential; ability to be flexible but meet deadlines when required; establish good organizational skills and priorities; exhibit initiative and responsibility. To perform this job successfully, an individual should have knowledge of MS Office (Word, Excel, and Outlook) systems.

Education/Experience: A high school degree is required...a college degree is preferred. Previous experience or equivalent combination of education and experience will be considered.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Salary is commensurate with education and experience. Benefits are according to Diocesan policy.

Send cover letter, resume, and references by Friday, January 19th, 2018 to:

Leo S. Grimes, Parish Business Manager Lgrimes@stmatthew.net

■ 807 Havens Corners Rd. ■ Gahanna · Ohio 43230