

SAMPLE ADVERTISEMENTS/ANNOUNCEMENTS

Longer Announcements

Pastoral Assistant for Religious Education

St. Josephine Bakita Parish, a dynamic suburban parish with _____ parishioners in Columbus, OH, seeks an experienced, energetic person to serve as Pastoral Assistant for Religious Education. Successful candidate will be an active member of a Catholic parish faith community; have at least 4 years recent successful experience in child and adult catechesis; B.A. degree or equivalent in related field; demonstrated ability to recruit and support volunteer teachers; ability to work evening and weekends.

Administrative Assistant

Blessed Sacrament Parish, in Newark, OH seeks an Administrative Assistant. We are an _____-member parish/ _____-student school serving urban and rural parishioners. The successful candidate will have excellent organizational and communication skills; 3 years demonstrated successful secretarial/office management skills; type/word process at a minimum of 60 wpm. Knowledge and commitment to the mission of the parish/school and Catholic Church in Central Ohio.

Shorter Announcements

Pastoral Assistant for Religious Education

St. Josephine Bakita Parish, in Columbus, OH seeks Pastoral Asst. for Religious Ed. Qualifications: active member of Catholic faith parish; 4 yrs. exp. in Rel. Ed. or equiv.; able to train volunteers.

Administrative Assistant or Parish/School Secretary

Blessed Sacrament Parish, in Newark, OH seeks an Administrative Assistant. Qualifications: 3 yrs admin/office exp., include word processing at 60 wpm; excellent communication and org. skills.