

**ALL SAINTS CATHOLIC CHURCH, DES MOINES, IOWA
SECRETARY JOB OPENING**

All Saints is currently accepting applications for a Secretary. This position requires scheduled office hours from 8:30 AM – 3:00 PM, Monday through Friday. Responsibilities include, but are not limited to collect, edit and enter all information needed for the weekly bulletin; coordinate schedules, rental contracts and needs for use of the parish facilities; set up and coordinate monthly calendar of events and meetings; coordinate needs related to all sacramental events, including updating records; and update parish Website information. Skills required are PC literate, with a working knowledge of Publisher, Microsoft Word and Excel, and Parish Soft systems. Must be able to take initiative, communicate effectively, relate well with others, multi-task, and work with many interruptions. Related education and experience are desirable. Please submit resumes to Mary Treanor at the Parish Office or by email to businessmanager@dmallsaints.org by May 1, 2023.