

**North Allegan Catholic Collaborative**  
**St. Mary's Visitation, St. Stanislaus, and Sacred Heart Catholic Churches**  
**Administrative Assistant Job Opening**

**STATUS:** Part-time (Under 20 hours, will vary per week), paid hourly

**SALARY:** Based on knowledge and experience



**POSITION OBJECTIVE**

This position will help coordinate the collaborative effort for evangelization and outreach, which is an integral part of the mission of the Church. The Administrative Assistant will be part of a team that actively works to coordinate events and communicate these events with parishioners and other community members via published documents and social media.

This position will be supported by other collaborative staff; however, the coordinator will be responsible for organizing all the working pieces.

**TASKS & RESPONSIBILITIES**

- Help coordinate Evangelization events and classes by maintaining the website information and registration; Designing marketing & materials; and organizing volunteers.
- Maintain web pages directly linked to evangelization events and classes.
- Attend staff meetings, and events as needed.
- Write timely correspondence for weekly bulletin, newsletters, website, and social media, etc.

**QUALIFICATIONS**

- Well organized with excellent written and verbal communication skills.
- Demonstrate proficiency in interpersonal relationships and communication.
- Positive attitude and an enthusiasm for church life.
- Energetic, self-directed, adaptable and motivated.
- Ability to work in a team environment.
- Work effectively with the Pastor, staff and parishioners
- Understand and maintain confidential information.
- Demonstrate competence in making decisions.
- Proficiency with computer programs, especially Publisher, Word, Excel & Power Point
- Technology aptitude, proficiency with social media
- Website and Facebook proficiency is a plus.
- Flexibility with work hours. Mostly will be needed for daytime hours, however will require some evenings and weekends.
- Must be an active Catholic in good standing.
- Able to pass a background check and attend a virtue session.

Please submit a resume and cover letter to [gandres@smvchurch.org](mailto:gandres@smvchurch.org) or send to St. Mary's Visitation at 2459 146<sup>th</sup> Ave. Byron Center, MI 49315. Please call 616-681-9147 for more information.