

**Office Assistant  
Mary, Mother of the Church Parish  
La Crosse, Wisconsin**

**Open Position: Office Assistant at Mary, Mother of the Church Parish**

**Primary duties:**

- Managing the front desk
- Creating bulletins & handling parish mailings
- Maintaining parish calendar
- Scheduling Mass intentions & liturgical ministries
- Facilitate sacramental prep programs, including marriage
- Handling sacramental records
- Assisting parish staff and organizations
- Oversees Parish Hall usage
- Maintaining parish database
- Computer/technology troubleshooting skills
- Works with the Pastor

**Qualifications:**

- Have the ability to operate office equipment.
- Experience with Microsoft Office, including Word, Excel and Publisher; ability to learn in-house software ParishSoft and Ministry Scheduler Pro.
- Possesses good telephone, reception, and clerical skills and experience.
- Possesses effective interpersonal communication skills, including social media.
- Ability to work well with others, maintain confidentiality, and maintain good attendance.

*The Office Assistant position is 28 hours per week and pay range will be commensurate with experience.*

**Hours:**

Part-time position (28 hours); office hours (Tues.-Fri.; 8AM-3PM); pay is commensurate with experience

**Available:**

September 1, 2021 or earlier

Apply directly to our Pastor, Rev. Brian D. Konopa, at [frkonopa@mmoclacrosse.org](mailto:frkonopa@mmoclacrosse.org). Please provide a resumé and references from previous employers.