



An Open Position for the Church of the Guardian Angels, Chaska:

Administrative Associate

Description

Would you like to provide friendly and resourceful service to others to help foster growth of a love for Jesus within a medium-sized Catholic community? At The Church of the Guardian Angels in Chaska, we desire to offer the support you need to apply your gifts and talents that will be vital in supporting our parishioners on their faith journey and our outreach to the community.

We are seeking a well-mannered, engaged individual who takes initiative to provide administrative support for the pastor, parishioners and parents of faith formation together with fellow staff members in a collaborative effort. Consider joining our team in which you will greet visitors and parishioners as the welcoming face and voice of the office.

The number of hours for this position are flexible, between 18-24 hours per week with the option of reduced hours in the summer months. The position is designed to be suitable for a parent with children, as an example.

Highlights of the job include:

- Providing direct assistance to the pastor by preparing for meetings and follow-up, preparing written and verbal communication, and maintaining records.
- Greeting visitors, parishioners and vendors who visit or call the parish office in a pleasant manner and providing effective support and assistance to them.
- Assisting catechists by supporting them with their communication to various class groups and preparing teaching materials that they request.
- Assisting sacramental preparation and sacraments by organizing materials needed and providing orderly record keeping and issuance of certificates.
- Keeping good order of the office including with regard to supplies, storage and organization.
- Working as a team in a collaborative environment, including by assisting with and attending staff meetings.

Please see a complete description of the Administrative Associate position on our website at www.gachaska.org. Click on "Employment" under the "About Us" tab.

Qualifications

- High school graduate (or GED) is required.
- Successfully complete Essential Three for Safe Environment: Safe Environment video training, background check and Code of Conduct agreement.
- Previous experience working in a church environment is a plus.
- Familiarity with Spanish language is a plus.
- Experience in faith formation is a plus.
- Demonstrated skills in giving direction in a friendly and engaged manner and being welcoming and hospitable.
- Ability and willingness to keep confidentiality and handle confidential information with due discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher) and an ability to learn new software.
- Proficient typing skills.

Application Instructions

Please send letter of interest and résumé with information on why you desire the position and how your experiences, education, and accomplishments have helped prepare you to serve the community of Guardian Angels in Chaska to Father Tony VanderLoop via email at: frtonyvanderloop@gachaska.org.