

Saint Francis of Assisi Parish
Position Description

Position Title: Parish Pastoral Associate

Reports to: The Pastor

Basic Function: To assist the Pastor in the daily functioning of the parish, provide administrative support to the ministry team, and to undertake weekly and special projects and tasks as assigned.

Duties will include but not limited to:

- Editing and publishing the weekly bulletin.
- Upkeep and maintenance of parish website.
- Coordination of parish schedule and Assisi Center activities.
- Review of online parish register and maintenance of parish census.
- Administration of Virtus program for Protecting God's Children for non-school staff.
- Coordinating and conducting contact with families and individuals after they have received sacraments here at Saint Francis as well as those who have recently suffered bereavement.
- Coverage for reception area, assist with weekly bulletin preparation and recording donations, as needed.
- Assisting and/or coordinating special projects and events (e.g. 75th anniversary celebration).

This position requires good communication skills (Spanish would be a plus), general computer abilities, experience with Microsoft Publisher and ability to manage a web page. The ideal candidate will have experience working in a church environment.

This position will be part time (up to 19 hours/week) with salary to be negotiated based on experience. The work schedule is flexible but some evening and/or weekend hours should be expected.

Please address resume and cover letter to the parish office:

Fr. James Conlon
re: Parish Pastoral Associate
2150 Frieze Avenue
Ann Arbor, MI 48104

They can be emailed to frjames@stfrancisa2.org with a copy to the Parish Business Manager: rkehn@stfrancisa2.org.

Applications will be accepted until the position is filled.