St. John Fisher Church in Newtown is looking for a qualified candidate for the part-time position of parish secretary/receptionist.  Primary responsibilities are as follows:  provide receptionist services for the parish office, greet and assist parish visitors in a professional and friendly manner, provide secretarial and clerical services for the parish staff, provide bookkeeping/recordkeeping services for the parish, prepare and oversee distribution of weekly Sunday bulletin and monthly (or as needed) parish newsletter, prepare other publications as needed, assist in preparing for Summer Religious Education program and ongoing faith formation programs.

Qualifications for the ideal candidate include:  working knowledge of and skill in using personal computers and office software programs, specifically Microsoft Office products (and most importantly Publisher), although additional training will be provided; must be adept in creatively laying out copy for bulletin and newsletter; must have ability to effectively and professionally communicate verbally and in writing; must have ability to maintain confidentiality in all matters. Knowledge of PDS software program is preferred but not required.

For more information on the responsibilities and qualifications for the position, please [CLICK HERE](http://sjfchurch.org/documents/2018/3/SJF%20Job%20Description%20%20-%20Parish%20Secretary%20%20Receptionist.pdf).  To apply, please email resume with cover letter and three references to [resume@sjfchurch.org](mailto:resume@sjfchurch.org) by April 9th, 2018.