

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 and to undertake weekly and special projects and tasks as assigned.

Duties will include but not limited to:

- Review of online Parish Register.
- Upkeep and maintenance of Parish Website.
- Coordination of Parish Schedule
- Ongoing contact with families and individuals after they have received sacraments here at Saint Francis with special emphasis on newly married couples, families who have had children recently baptized, and RCIA families.
- Ongoing connection with those on our Sick List and those who have recently suffered a bereavement.
- Coverage for reception area as needed
- Special projects (e.g. leadership for new parish pictorial directory and census).

This position requires good communication skills (Spanish would be a plus), general computer abilities 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 and benefits to be negotiated based on experience. The work schedule will have flexibility but some evening and/or weekend hours should be expected.

Please send resume and cover letter by mail only (or hand-delivered) to the parish office:

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

All applications are due by the close of business on Friday August 6, 2021.