

St. 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:

Editing and publishing weekly Parish Bulletin

Upkeep and maintenance of Parish Website.

Review and upkeep of online Parish Register.

Ongoing contact with families and individuals after they have received sacraments here at St. 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.

Back-up coverage for reception desk as necessary.

Special projects such as the compilation of a new parish pictorial directory.

Position will be part time with salary and benefits to be negotiated.

The ideal candidate will have experience of working in a church situation. He/she will have good communication skills, Spanish would be a plus, computer skills and conversant with web page development.

Please send a cover letter and resume to Fr. James: frjames@stfrancisa2.org