



Parish Secretary

Position Vacant – Lindfield Killara Parish

Permanent Part-time (28 hours per week)

Are you organised, welcoming, and passionate about supporting a vibrant faith community? We're looking for a warm and capable Parish Secretary to be the first point of contact and key support for the Lindfield Killara Parish. This is a diverse and rewarding role, perfect for someone who thrives in a busy office environment and values being part of a mission-driven team.

About the Role

As Parish Secretary, you'll play a vital role in the daily operations of the Parish. You'll be the go-to person for office administration, communication, finance support, and property coordination — all while ensuring a welcoming environment for parishioners, visitors, and the broader community.

What You'll Be Doing

- Greeting visitors and managing enquiries with warmth and professionalism
- Supporting the Parish Priest, Parish Pastoral Council, parish staff and ministry teams
- Preparing bulletins, correspondence, and maintaining parish directories
- Coordinating bookings, bookings, rosters, and some events
- Maintaining accurate parish records and data systems
- Collaborating with Chancery and other parishes when needed

What We're Looking for

- Strong administration and organisational skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office and general office systems
- Ability to multitask, prioritise and work independently
- A friendly, discreet, and professional manner
- Commitment to the mission and values of the Catholic Church
- Attention to the presentation and care of all parish spaces

Desirable

- Experience in a parish, school, or not-for-profit setting
- Understanding of parish life and diocesan structures
- Familiarity with safeguarding or compliance procedures

Requirements

- Relevant admin qualifications or equivalent experience

If you are enthusiastic about supporting our Parish community and bringing your skills to a meaningful role, we'd love to hear from you!

The successful applicant must have the right to work in Australia and will be required to undertake pre-screening which may include a National Police History Check and/or Working With Children Check.

Apply now by sending your resume and cover letter to info@lindfieldkillara.org.au