



The Catholic Parish of Pittwater

Sacred Heart & Maria Regina. Neighbourhoods of Grace, entrusted to the care of the Salvatorians.

Vacancy

Parish Secretary – Catholic Parish of Pittwater (Avalon and Mona Vale)

Permanent, full-time role

Could you see yourself as the face of our Pittwater Parish communities, providing a sense of warmth and welcome to visitors?

The Pittwater Parish is seeking to recruit a full-time Parish Secretary. This role plays an important part in the Parish team, providing support for Parish communications, administration, financial processes, Parish property, compliance and Diocesan support.

The ideal candidate will have excellent people skills, a comprehensive knowledge of office administration processes and procedures and a sound understanding of Microsoft Office Suite, MYOB, bookkeeping or accounting practices.

An ability to work autonomously while remaining a team player, with a commitment to be accountable for performance, and an ability to work collaboratively across a wide spectrum of stakeholders, supported by a good understanding of, and commitment to, Catholic values and teachings will be crucial to your success.

If you have high developed administration skills coupled with well-developed relational and rapport building skills and this role interests you, please email a brief cover letter and CV to recruitment@bbcatholic.org.au.

For further information, including to request a copy of the position description please contact recruitment@bbcatholic.org.au.

Applications close **Wednesday 13 October 2021**.

The Diocese of Broken Bay is committed to and promotes a culture of safety and care for all people, especially for children and others in the community who are vulnerable. Our Diocese has no tolerance to Child Abuse and is committed to ensuring our staff and volunteers understand the joint responsibility to safeguard all those within our community.

The successful applicant must have the right to work in Australia and will be required to undertake a National Police History Check and Working With Children Check.

PARISH OFFICE:

1 Keenan Street Mona Vale NSW 2103 Phone: (02) 9157 0999 email: office@pittwaterparish.org website: www.pittwaterparish.org
SACRED HEART CHURCH 1 Keenan Street Mona Vale 2103 MARIA REGINA CHURCH 7 Central Road Avalon 2107