

## **Parish Secretary/Receptionist Mary, Mother of God Parish, Hillsborough, NJ**

The Parish Community of Mary, Mother of God in Hillsborough is seeking a full-time Parish Secretary. The ideal candidate will be responsible for:

- Providing administrative, secretarial and office support to the Pastor
- Ensuring all Kidsafe policies are enforced
- Answering the phone, greeting people entering the Parish Office and monitoring parish emails
- Generating routine correspondence, forms and documents
- Scheduling of Sacraments and maintaining Sacramental Registers
- Preparing weekly Bulletin, Petitions and Announcements
- Ordering of all Parish Supplies
- Filing

The ideal candidate will demonstrate the following qualifications:

- Associate's degree (A.A.) or equivalent from a two-year college or technical school
- One to three years related experience or training
- Knowledge of Microsoft Word, Excel, Outlook
- Bilingual a plus, but not necessary
- Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith.

Interested candidates should forward their resume to [FrJohn@marymotherofgod.org](mailto:FrJohn@marymotherofgod.org)

When applying, please indicate Parish Secretary in the subject line.

Or mail to: Fr. John Rozembajgier  
Mary, Mother of God Church  
157 South Triangle Road  
Hillsborough, NJ 08844