



DIocese OF SPRINGFIELD IN ILLINOIS

OFFICE FOR HUMAN RESOURCES

Employment Listing

Job Title	Office Administrator
Location	Parish, Petersburg, St. Peter
Application Deadline	Friday, September 30, 2022

Job Description

St. Peter Parish in Petersburg and Holy Family Parish in Athens have a job opening for an Office Administrator who reports to, and supports, the Pastor by coordinating the day to day functioning of the parishes. The position involves working with the various Councils and Committees as well as sharing in the responsibility of decision-making, planning and implementation of the various ministries.

Job Qualifications

Minimum of a high school diploma is required with 3-5 years experience in theology, social work or related field. Requires computer literacy with proficiency in Microsoft Office. Must exhibit a high degree of confidentiality and good comprehension. Must be a practicing Catholic. Full-time, exempt position located at St. Peter Parish Center in Petersburg, IL. Salary to be determined.

How to Apply

For details call (217) 632-7118 or send resume and cover letter to stpeter234@sbcglobal.net