Part Time Parish Secretary

January 1, 2023 // St. Matthew’s Church, Ridgefield

**General Description**

To work with other parish staff in providing clerical and administrative support to the pastor and the parish.

**Qualifications/Skills**

* Practicing Catholic
* Excellent written and oral communication skills
* Advanced computer skills for clerical activities
* Ability to work within a team

**Education and/or Experience**

* Undergraduate degree

***Interested applicants should send their resume to:***

Fr.Jimson@stmatthewridgefield.org