



# DIocese OF SPRINGFIELD IN ILLINOIS

## OFFICE FOR HUMAN RESOURCES

### Employment Listing

<b>Job Title</b>	Office Manager
<b>Location</b>	Parish, Sherman, St. John Vianney
<b>Application Deadline</b>	Thursday, December 23, 2021

#### Job Description

Our parish office manager, Stacy Saladino, will retire in December. Therefore, SJV is seeking applicants to fill this permanent position. The Office Manager provides administrative support to the pastor, staff members, and ministry leaders in fulfilling the mission of the parish. Tasks are primarily church office-oriented, but also include some volunteer coordination and media management.

Applicants should be a practicing Catholic in full communion with and agree to the teachings of the Catholic Church, and must adhere to the diocesan code of conduct.

#### Job Qualifications

SJV is looking for a friendly, efficient, attention-detailed and organized person that is proficient in Microsoft Office (including Publisher, Word, and Excel), has outstanding written and verbal communication skills who demonstrates effective time management and flexibility while maintaining a professional office environment, including the ability to maintain confidentiality.

#### How to Apply

Please contact Fr. Freddie or the parish office for more information or to apply for this position at 217-523-3816.