

**JOB POSTING – ADMINISTRATIVE ASSISTANT**

Saint Lawrence parish is seeking a part-time Administrative Assistant. Areas of responsibility include a broad scope of tasks with concentration on Communications, Faith Formation, Event Scheduling, and Data Entry related to the Hispanic Community and parish office.

Education, Experience, and Skills required: Minimum of two years in an office setting with demonstrated expertise in Microsoft Suite (*particularly Word, Excel, and Publisher*). Experience in Church Management software preferred; strong organizational and time management skills, attention to detail, strong interpersonal, verbal, and communication skills. Must be Bi-Lingual in English and Spanish. Proven ability to work as a team member.

Please send cover letter, resume and salary requirements by May 15, 2023 to: Barclay Roberts, Pastoral Assoc for Admin, Basilica of St Lawrence, PO Box 1850, Asheville, NC 28802 or email [basilicacomm@gmail.com](mailto:basilicacomm@gmail.com). *No phone calls please.*