

Parish Secretary - Our Lady of Consolation Catholic Church is seeking a Parish Secretary to provide administrative, secretarial and clerical office support to the parish office operations, working 4 days per week, 9am to 4pm. Qualifications include the completion of High School or equivalent, and three years of related work experience (work experience in a parish office preferred); the ability to read, write and speak English well; the ability to relate to others with courtesy, and maintain confidentiality; a working knowledge of Microsoft Office programs (Word, Outlook, Publisher, Excel); general knowledge of the Catholic Church, sacraments, rites and liturgies. Knowledge of PDS a plus. Please send resume and letter of interest to Parish Secretary, 1235 Badger Court, Charlotte, NC 28206 or by email to olccharlotte@charlottediocese.org. Final filing date: April 12, 2019.