

# Church of Saint Clare

Lyndhurst

# WE'RE HIRING

Administrative and Pastoral  
Assistant



## Responsibilities

- Provides principal support, clerical and computer services for the Pastoral Associate, Director of Faith Formation and Catechetics, Parish Catechetical Leader, for Saint Clare and Sacred Heart of Jesus parishes.
- Support all Faith Formation programs and catechists including communications, set up, clean up, teaching, shopping, organizing resources especially each week in PSR, Adult Special Ed and Sacramental preparation.
- Update and maintain computerized Access databases and Excel spreadsheets, and program records.



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details

## Qualifications

- High school graduate or college students majoring in theology, religious studies, pastoral ministry, or related fields are encouraged to apply.
- A high degree of mobility (walking, lifting, carrying materials, especially regarding set up/clean up and unlocking/locking rooms & buildings - not to mention driving in between Saint Clare and Sacred Heart of Jesus.
- Demonstrated knowledge and competence in current technology (specifically but not limited to, MS Office Products; Word, Excel, Access database management, PowerPoint and Canva) and contemporary means of communicating (Facebook, Instagram, X/Twitter, etc.).

Apply Now:



440-449-4242



<https://bit.ly/pastoralassistant>



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