

**Job Type:** Parish Pastoral Leadership

**Job Title:** Pastoral Assistant for Administration

**Job Location:** St. Hubert Church, Langley, WA

**Number of Positions Open:** 1

**Salary Range:** \$36,000-50,000/ year

**Job Description:** This is a brief summary. Complete job description and Archdiocesan application is available on the parish website [www.sthubertchurch.org](http://www.sthubertchurch.org). Position Title: Pastoral Assistant for Administration Parish: St. Hubert Catholic Church - Langley WA Reports to: Pastor Grade: Z2-12 Position Purpose—to support the pastor and parish in and through the administrative role. • Directs and manages administrative functions for the parish including personnel, finance, technology and facilities. • Plans, organizes and directs the efforts to promote parishioner involvement in time, talent and treasure stewardship. • Assures compliance with Archdiocesan policies, and local, state and federal laws and regulations. • Fosters an environment to advance both the mission and financial sustainability of the parish. Major Duties and Responsibilities A. Financial B. Parish and Archdiocesan Engagement C. Human Resources, Facilities and Technology Qualifications Required background and qualifications 1) Experience managing people and financial resources: a. Some supervision of a small staff group as well as volunteers with different purposes (e.g., parish ministries) in a way that fosters cooperation and good results. b. Developing and managing an annual budget. c. Familiarity with basic accounting principles. 2) Practicing Catholic 3) Understands principles of pastoral ministry, stewardship and parish fundraising campaigns 4) Working knowledge of Microsoft Office 5) Solid, successful experience in at least one of the following areas: a. Information technologies b. Faith formation c. Interfaith initiatives d. Communication and publicity 6) Bachelor's degree or equivalent business experience Preferred background and qualifications 1) Experience in pastoral ministry or a related field to bring the pastoral dimension to the administrative role. 2) Experience in developing and successfully implementing fundraising programs 3) Bookkeeping, preferably with Quickbooks. 4) MA or equivalent business experience This role, as currently configured, is a 30 hour/week position with benefits according to the standard Seattle Archdiocese schedule.

**How to Apply:** send resume, Seattle Archdiocese application, and letter of interest to [Elizabeth@sthubertchurch.org](mailto:Elizabeth@sthubertchurch.org). More information and all relevant forms available on the church website. [www.sthubertchurch.org](http://www.sthubertchurch.org)

**Application Deadline:** July 10, 2018

**Contact Information:** Elizabeth Guss St. Hubert Church Pastoral Administrator [elizabeth@sthubertchurch.org](mailto:elizabeth@sthubertchurch.org) (360) 221-7953