



HOLY TRINITY CHURCH

133 Main Street
Greenfield, MA 01301

Ph: (413) 774-2884 Fax: (413) 774-3852

Position Opening

HOLY TRINITY PARISH OFFICE ASSISTANT

(Part-Time: 26 hours/week)

Applicant should be proficient with Microsoft Office software suite (Word, Excel, Internet Edge, Outlook, Data back-ups, etc.)

Needs a basic understanding of payroll and payroll data entry.

Is pleasant and comfortable with, and likes working with, people in a small team environment.

Must be very discreet, and diligent in the handling of confidential information.

Applicant must be a practicing Roman Catholic.

Must be able to pass a CORI test.

Have 3 to 5 years of experience in similar position(s).

Applications must be in writing, addressed to the Pastor, Rev. Timothy Campoli. Application forms are available from the parish office.

Provide both personal and professional recommendations and complete a prior job history. Some recommendations must be from prior supervisors. (3 to 5 of each)

Position includes pro-rata paid holiday, vacation, and sick leave based on a schedule of 26 hours/week (1,352 hours per year). The parish follows the Diocese of Springfield holiday schedule.

A full job description may be found on the parish web site:

www.holytrinitychurchgfld.org

Applications for this position will close: September 13th.