



WILLUNGA PARISH

PARISH SECRETARY

Part-time - 11 hours per week

The Willunga Parish is seeking a Pastoral Secretary to join the Parish Team. The position is offered as part-time, 11 hours per week.

About the Role:

The Parish Secretary will be responsible to the Parish Priest and work in collaboration with the Parish Priest, Parish Business Manager and Pastoral team. You will also have daily contact with parishioners and member of the public.

The role of Parish Secretary can be extremely varied and rewarding. You will be required to provide a welcoming and helpful presence to those contacting the Parish for assistance, responding to general inquiries, and supporting the Parish Priest and the Parish Team.

About You:

The successful applicant will have;

- Highly developed organisational with high attention to detail.
- Strong interpersonal skills to contribute positively to the Parish Team.
- Efficient and high quality administrative skills
- Demonstrated ability in the usage of Microsoft Office Suite (in particular Word, Excel & Publisher).

Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.

For further information, a copy of the Position Description can be obtained by emailing the HR team at recruitment@adelaide.catholic.org.au

Applications emailed to recruitment@adelaide.catholic.org.au by 9am ACST on **Monday 23 June 2025**.

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation.