

Sacred Heart Catholic Church Part Time – Administrative Assistant

Sacred Heart Catholic Church in Russellville, Kentucky is seeking a *Part-Time Administrative Assistant*. Working under the supervision of the Pastor, the part-time administrative assistant oversees all office procedures and other tasks as assigned by the Pastor.

Qualifications:

High school diploma, Minimum 2-3 years' experience of performing office duties, Must have ability to communicate effectively and cordially in both verbal and written form, Experience with Word, Excel, and Microsoft Outlook, Experience with Online responsibilities, Possess good writing and problem-solving skills, Must be able to work independently and multi-task, Successfully complete a criminal history and background check.

Contact Details:

The Diocese of Owensboro is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume: Fr. Ken Mikulcik, 296 West 6th Street, Russellville, KY 42276.