

Part Time Receptionist Position

St. Mary's Parish in Cranston, RI is seeking to fill the position of Part Time Receptionist in the Parish Office.

The normal schedule for this position consists of 20 hours per week, Monday through Friday from 9:00 am to 1:00 pm.

The duties include, but are not limited to, assisting parishioners and visitors in person and via telephone, assisting with mailings, recordkeeping, mass scheduling and other general administrative duties.

Solid computer skills are necessary, including proficiency in Microsoft Word and Excel. The successful candidate will be detail oriented, and have experience working with the public and in an office environment. Practicing Catholic in good standing with the Church preferred.

Interested applicants should submit a resume, cover letter and letter of recommendation from a member of the Clergy to:

Saint Mary's Parish
Attn. Office Manager
1525 Cranston Street
Cranston, RI 02920

Or via email: dditraglia@stmc.necoxmail.com

Please, no phone calls.