

SAMPLE ADVERTISEMENTS/ANNOUNCEMENTS:

Longer Announcements:

Pastoral Assistant for Religious Education

St. Bibiana Parish, a dynamic suburban parish with 1,200 parishioners in Vancouver, WA, seeks an experienced, energetic person to serve as Pastoral Assistant for Religious Education. Successful candidate will be an active member of a Catholic parish faith community; have at least 4 years recent successful experience in child and adult catechesis; B.A. degree or equivalent in related field; demonstrated ability to recruit and support volunteer teachers; ability to work evening and weekends. Salary DOE *and excellent benefits. Contact: (applicants need to know how to get a copy of the application form) for more information. Closing date: _____.

*Depends on Experience

Administrative Assistant

St. George Parish/School in Olympia, WA seeks an Administrative Assistant. We are an 800-member parish/200-student school serving urban and rural parishioners. The successful candidate will have excellent organizational and communication skills; 3 years demonstrated successful secretarial/office management skills; type/word process at a minimum of 60 wpm. Knowledge and commitment to the mission of the parish/school and Catholic Church in Western Washington. Salary DOE and excellent benefits. Contact _____ for more information and application form. Closing date: _____.

Shorter Announcements:

Pastoral Assistant for Religious Education:

St. Bibiana Parish, in Vancouver, WA seeks Pastoral Asst. for Religious Ed. Qualifications: active member of Catholic faith parish; 4 yrs. exp. in Rel. Ed. or equiv.; able to train volunteers. Salary DOE and Excellent benefits; Contact _____ at _____ for info. Closes: _____.

Administrative Assistant or Parish/School Secretary:

St. George Parish, in Olympia, WA seeks an Administrative Assistant. Qualifications: 3 yrs admin/office exp., include word processing at 60 wpm; excellent communication and org. skills. Salary DOE and excellent benefits; contact _____, Closes: _____.