

Opening: Pastoral Assistant for Administration II

Position: 1.0 FTE, Salaried exempt position with Benefits Eligibility

Holy Rosary Parish of West Seattle is seeking a Pastoral Assistant for Administration (PAA) - a faithful Catholic to assist parishioners in growing in faith through the prudent management of the parish's human, fiscal and capital resources.

The successful candidate will be responsible for overseeing parish and school finances, human resources and administering payroll, managing campus maintenance and construction, and assisting the pastor with the administrative management of parish programming. The candidate must have strong analytical, communications and interpersonal skills to enable them to successfully supervise staff and volunteers and carry out the full scope of this position.

Holy Rosary Parish has been a vital part of West Seattle for over 100 years, with its 1,300 families, a large Pre-K through 8 school, a beautiful campus and many active ministries. This individual will be key in helping the parish and staff be successful in our wider mission of evangelization.

For a full job description, visit www.holyrosaryseattle.org. Please submit applications, resumes and questions to Fr. Oakland at paa@holyrosaryseattle.org.