

Part-time Administrative Assistant to the Parish Music Director

Saints Peter & Paul Catholic Church is seeking an administrative assistant to provide part-time general support services to the Parish Music Director. Qualifying applicants should have experience working with computers and extensive knowledge of programs such as Word, Excel, and more. The position requires applicant to be diligent and detail-oriented in their work. Knowledge of and experience with music and liturgy a plus.

Expected hours: 26 – 28 per week

Please email resume to kkozinski@ssppeaston.org