



**Clearview Kilburn Catholic Parish**  
**Parish Secretary**  
**Permanent, Part-time – 24 hours per week**  
**(Wednesday-Thursday-Friday)**

The Clearview Kilburn Parish is seeking a highly motivated and enthusiastic Parish Secretary to join the Parish Team.

**About the Role:**

The Parish Secretary will provide a welcoming and helpful presence to visitors, parishioners and volunteers who contact the Parish Office for assistance, and a strong background in administration.

The Parish Secretary will prepare banking deposits, scan invoices, and liaise directly with the Diocesan Finance Office to ensure financial information is relayed in a timely manner.

The successful applicant will manage incoming correspondence, respond to emails, answer telephone enquiries and maintain Parish Records and rosters. The successful applicant will also make bookings for baptisms, weddings, and funerals.

The Parish Secretary will be required to assist with the weekly Parish Bulletin, and commentator's sheets for weekend Masses.

**About You:**

- The successful applicant will be experienced in providing excellent administrative support and be competent in using the Microsoft Office suite.
- Excellent interpersonal and communication skills are essential together with the ability to work in a team.
- The successful applicant will be strongly committed to the Catholic ethos.
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*Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.*

For further information, a copy of the Position Description can be obtained by emailing the HR team at [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au)

Applications emailed to [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au) by 9am ACST on **Tuesday 10 June 2025**.

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation.