



## ADELAIDE CATHEDRAL PARISH

### PARISH OFFICE ASSISTANT x 2

#### Permanent Full-time

Join Adelaide Cathedral Parish as a Parish Office Assistant, a rewarding role at the heart of a vibrant and welcoming community.

The Adelaide Cathedral Parish are seeking two Office Assistants to join their Parish team. Consisting of five worship communities utilising seven churches, including St Francis Xavier's Cathedral, the Cathedral Parish Office is the communications hub of the Adelaide Cathedral Parish. These positions are offered as full-time, 38 hours per week.

#### About the Role:

The Parish Office Assistant will be responsible to the Administrator and will work in collaboration with the Priests in the parish and Pastoral team. As Office Assistant, your primary focus will be to provide high-level administrative support to the Parish Administrator, and administrative support to Clergy and office staff, while providing a welcoming presence to parishioners, volunteers, and visitors to the Parish. This role is well suited to someone who thrives in a dynamic, fast-paced environment and enjoys a diverse range of responsibilities.

Key duties include:

- Managing correspondence and multiple email inboxes
- Coordinating diaries and scheduling meetings
- Preparing weekly rosters
- Handling venue and travel bookings
- Planning and delivering events
- Supporting the Sacramental Program Coordinator
- Creating and distributing weekly newsletters

#### About You:

- High level communication, organisational, time management and problem-solving skills
- Proficient in Microsoft Office Suite
- Self-motivated with the ability to exercise judgement and initiative to resolve issues
- Ability to work independently with limited supervision and work collaboratively with a range of stakeholders
- Ability to supervise volunteers
- Understanding of and commitment to the Catholic Ethos

#### How to Apply

Please email applications to [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au) by 9am on **Wednesday 6 August 2025**, in your application please include:

- Cover letter (1 page max)
- Resume

For a copy of the position description, please contact [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au)

*The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation. Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.*