



April 20, 2018

Coordinator of Parish Ministries for St. Joan of Arc Church

Part-Time Position (About 10 – 15 Hours per week)

St. Joan of Arc Parish is accepting applications for the Position of Parish Manager. This important position is responsible for the day-to-day running of the parish office with respect to personnel, scheduling, and administrative concerns such as the implementation of diocesan and parish policies and guidelines. This position will also involve the overseeing of plans for building and property enhancement and/or expansion according to diocesan and governmental agencies. In sum, the Parish Manager will assist the pastor in the overall administration of the parish. At least three years of experience in business administration and personnel supervision is required. Salary, hours and benefits are negotiable.

To apply:

- An online application is available at: **www.stjoanhershey.org/CPM**
- Submit a resume to the parish office
- Contact **Father Al Sceski** by phone (717)533-7168, Ext. 102 or email: FrASceski@HBGDIOCESE.ORG