



December 11, 2017

Parish Manager Position for St. Joan of Arc Church (Hershey)

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.

An online application form is available at: www.stjoanhershey.org/pm or contact Father Al Sceski at (717)533-7168, ext. 102. Please submit your application by January 15, 2018.