

Administrative Assistant/Communications Coordinator  
St. Mary Catholic Community  
Helena MT

St. Mary Catholic Community is seeking a qualified administrative/communications professional to support the operations of St. Mary Catholic Community. This position reports to the Pastor/Finance Director and is responsible for providing an advanced level of administrative support for the parish, including overall office management, reception and clerical support, service to the general public, and communications efforts of the parish.

Candidates should have an associate's degree and at least two years of administrative experience, or the equivalent education and experience. Strong organizational and communications skills are essential.

This is a full-time position, working 40 hours per week. The hourly pay range will be \$17.50 - \$19.00 per hour, depending on experience. This position does include benefits.

[Click here](#) for a complete job description and list of qualifications for the position.

Apply by sending your cover letter, resume and three professional references to [jhaddon@stmaryhelena.org](mailto:jhaddon@stmaryhelena.org). This position will remain open until filled, with a first look on **April 17, 2024**.