



# Parish of St. Gregory the Great

71 Williamsons Road

Doncaster Vic 3108

Phone: (03) 9412 8425

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**Position Title:** Parish Secretary  
**Location:** St Gregory the Great Catholic Parish of Doncaster  
**Employment Status:** Part Time – Ongoing (21 hours per week Wed/Thur/Fri)  
**Reports to:** Parish Priest

St Gregory the Great Catholic Parish is seeking to employ a parish secretary for three days a week from Wednesday to Friday. The role will be based at the Parish Office 71 Williamsons Road Doncaster with hours determined by agreement but notionally from 9:00 am to 4:30 pm.

The successful applicant would have extensive office management / secretarial skills with a 'can-do', with a proactive approach to providing high quality and effective support to the various parish groups and the Parish Priest. Prior experience of working within the office of a Catholic Parish would be highly valued.

This role works with another parish secretary for Monday/Tuesday and with the Finance Administrator to ensure the effective and smooth operation of the parish office and of the parish as a whole.

Terms and conditions reflect the level of experience of the successful applicant and will follow the Catholic Archdiocese of Melbourne guidelines (available on request or via the MelbourneCatholic website).

Applications to be emailed to Fr Charles Balnaves, [Charles.balnaves@cam.org.au](mailto:Charles.balnaves@cam.org.au) and should include references. Applications close at 5:00 pm on 4<sup>th</sup> February 2022.