



Newman Parish • 110 Garfield Avenue • Eau Claire, WI 54701 • 715-834-3399 • newmanec.com

Job Title: Administrative Assistant

Reports to: Pastor

Hours: 20 hours/week

Wage/Salary: Hourly, depends on education and experience

Please apply by February 14, 2025

Start Date: March 3, 2025

Position Overview:

Newman Parish in Eau Claire, WI is seeking to hire an administrative assistant who will be responsible for fulfilling the parish needs in communication and record keeping. The administrative assistant reports directly to the pastor and assists him in managing the daily needs of the parish to further its spiritual mission.

Parish Overview:

Newman Parish is a Catholic Parish of the Diocese of La Crosse comprised of around 275 families from the Eau Claire area. Newman Parish has the mission to serve the college students, faculty, and staff of the University of Wisconsin – Eau Claire and Chippewa Valley Technical College. The Newman Parish operates in the Ecumenical Religious Center located near the lower campus of UWEC. The Ecumenical Religious Center is a shared facility with the University Lutheran Church.

Responsibilities:

Parish Records:

- Maintain parish member database
- Maintain sacramental records
- Maintain parish calendar
- Schedule parish meetings including council meetings
- Keep up to date on Diocesan policies
- Schedule Mass intentions

Parish Communication:

- Email/phone communication with parish members
- Receptionist duties
- Monthly emails
- Weekly worship aid
- Update parish news on website and social media

Parish Purchasing:

- Order liturgical, cleaning, office, and hospitality supplies

Qualifications:

- Associate or Bachelor's degree
- Skills in communication and collaboration
- Ability to organize and manage multiple priorities/tasks
- Proficiency with technology appropriate for job responsibilities, especially Microsoft Office and ability to learn ParishSoft
- Ability to carry out job-related physical tasks
- Commitment to professional and spiritual development
- Practicing Catholic
- Presence within the parish, ideally registering as a parish member
- Conformity with guidelines and policies of the Diocese of La Crosse

For more information or to request an application form please contact:

Fr. Dan Oudenhoven

fr.dan@newmanec.com