HELP WANTED

CATHOLIC HERALD
Classifieds
608-821-3070

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ADMINISTRATIVE MANAGER
The Wisconsin State Council of the Knights of Columbus is accepting resumes for the position of Administrative Manager. This is a full-time position ranging from 35 to 45 hours per week. The start date for this position is July 1, 2020. The deadline for submissions is May 26, 2020. The basic function of the position is to provide support for the State Deputy, State Officers, and membership. This is done by participating directly in the provision of administrative and clerical positions in a manner designed to bolster the success of the Knights of Columbus mission of the Wisconsin State Council under the direction of the State Deputy. The minimum education requirement is that the candidate be a high school graduate or equivalent. Business and accounting courses beyond high school are preferred. The ideal candidate will have:

A. Three to Five years of related office experience.
B. Computer competency including electronic communication such as Email and texting, word processing, spreadsheet and database software knowledge & experience, familiarity with basic accounting principles and software.
C. An understanding of the inner workings and culture of the Knights of Columbus.

Resumes should be sent to:

Anthony J. Schreiner
Administrative Manager
4297 W. Beltline Hwy,
Madison, WI 53711

HELP WANTED

DIRECTOR OF FAITH FORMATION
Saint Cecilia Parish, Wisconsin Dells
St. Cecilia Parish is looking for a full-time Director of Faith Formation to help reach the youth and adults of the Parish with the Gospel of Jesus Christ and form them into intentional disciples. Applicants must be confirmed, practicing Catholics who are cheerful, have good people skills and are faithful to the Church and her teachings in thought, word and deed. Qualifications include: a degree in theology or religious studies or evidence of knowledge in that field, ability to team-build and work with people, skills in teaching and in leading small groups, high organizational skills, proficient computer skills, willingness to learn the software programs ParishSoft and Flocknote, familiarity with social media, an attention to detail and good verbal and written communication skills.

To apply, send a cover letter and resume to the Parish, Fr. Eric Sternberg at: frenric@dells catholic.com

Deadline for applications is Wednesday, May 27, 2020 by 9 p.m.

HELP WANTED

YOUTH MINISTER (MIDDLE AND HIGH SCHOOL)
The linked parishes of St. Luke Catholic Church in Plain, WI and St. John the Evangelist Catholic Church in Spring Green, Wisconsin (1000 households combined) are seeking a full-time Youth Minister starting July 1, 2020. This is a salaried exempt, full-time (40 hours a week, 52 weeks per year) position eligible for medical, life and retirement benefits. This position reports directly to the Pastor. Candidates should demonstrate success in:

• Providing leadership for, and function as, the primary staff person relating to the middle and high school students.
• Educating, designing, planning and implementing age-appropriate activities that promote community through fellowship, fun and faith development.
• Being an intentional, proactive disciple, pulling in prospective members and growing participation.

To apply send a cover letter and resume to Fr. Gary Krabbenhoft, St. Mary of the Immaculate Conception Parish, 309 West Cook Street, Portage, WI 53901 or email gary.kim@stmaryparish.org

Questions may be directed the same.

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