

We're Hiring! Parish Office Manager – Cathedral of St. Patrick

The Cathedral of Saint Patrick is seeking a dedicated and detail-oriented Parish Office Manager to support the day-to-day operations of the parish office. This full-time position plays a vital role in assisting visitors to the parish office, answering phones and email inquiries, assisting the clergy, coordinating parish communications, managing financial records, and supporting the needs of parishioners. The ideal candidate will be a mission-driven professional who is highly organized, service-oriented, and able to collaborate respectfully and professionally with parishioners, clergy, coworkers, vendors, and others.

Qualifications

- Bachelor's degree in business administration, accounting, finance, or a related field preferred
- Minimum of 2 years of experience in a similar administrative or church-based role
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams, Publisher)
- Familiarity with Catholic parish operations and the liturgical calendar
- Experience with Our Sunday Visitor (OSV) Staff Hub and/or ParishSOFT is a plus
- Excellent organizational, interpersonal, and communication skills
- Ability to interact respectfully and professionally with parishioners, clergy, vendors, and diocesan staff
- Self-motivated, detail-oriented, and able to handle multiple priorities while maintaining confidentiality and professionalism
- Must pass the required Diocesan background check and CMG Connect certification

To Apply:

Please submit your resume, cover letter, and references to pastor@stpatricks.org

THE CATHEDRAL OF SAINT PATRICK

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