

Looking to Make a Difference?

We, the Catholic Archdiocese of San Francisco, pledge ourselves to be a dynamic and collaborative community of faith known for its quality of leadership; richness of diversity of culture and peoples and united in faith, hope and love.

St. Patrick's Parish, Larkspur, is seeking a full-time Executive Assistant/Office Manager to join our Parish Staff.

Qualified Candidates should:

- Have an understanding/appreciation for parish life
- Be proficient in Word, Excel, Publisher
- Be Familiarity with Quick-Books is a plus.
- Bachelor's Degree or equivalent experience, preferred
- 3 to 5 years work experience is preferred
- Accurate and efficient typing speed. Proven experience with attention to detail.
- Excellent oral and written Communication skills
- Practicing Catholic (preferred)

For consideration, please e-mail resume and cover letter to:

Saint Patrick Church

Attn: Monsignor Michael Padazinski

114 King Street

Larkspur CA 94939

E-mail: Padazinski.michael@sfarch.org

Pursuant to the San Francisco Fair Chance Ordinance, for San Francisco positions, we will consider for employment qualified applicants with arrest and conviction records.