School Administrative Assistant/Secretary

Our Lady of Peace Catholic elementary school in Darien is seeking to hire a part time unbenefited Administrative Assistant/Secretary to work in the school office. This position performs duties as required by the principal and pastor of Our Lady of Peace. Candidate must have a minimum of three years’ current experience. A solid working knowledge of Microsoft Office (including mail merge), Excel and Google required. Ability to maintain School Speak software is necessary. Candidates must be organized and detail oriented and must have strong written and verbal communication skills with the ability to work with school families, students, and as part of the parish-school staff. Ability to multi-task; be flexible and capable of handling a variety of ongoing duties; and be willing to participate in continued job training. Normal work week is Monday through Friday 29 hours per week. This is a twelve month position with reduced summer hours.

Applicants meeting the necessary qualifications please email a cover letter, resume and references to Resume@olopdarien.org and put School Secretary in the subject line.