



Administration Officer Saint Francis Xavier Catholic Church, West Cairns

- Permanent Part-time position
- 18 hours per week - \$32.45 per hour
- Position based Cnr Atkinson St & Mayers St, Manunda QLD 4870

Saint Francis Xavier Catholic Church, part of the Cairns Catholic Diocese, is seeking a dedicated and personable Administration Officer to support the parish community and Parish Priest.

About the Role

Reporting directly to the Parish Priest, this role involves a variety of administrative and secretarial duties, including:

- Coordinating parish bookings and events
- Managing supplies and office inventory
- Preparing and distributing weekly bulletins
- Maintaining parish registers, databases, and rosters

As the first point of contact for the parish, you'll greet visitors with warmth, empathy, and professionalism. Your attention to detail, strong communication skills, and ability to manage time effectively will be key to your success.

What We're Looking For

- Proven experience in office administration
- Proficiency with Microsoft Office, databases, email, and web browsers
- A sound understanding of the Catholic Church and its Sacraments (e.g. Baptism, Confirmation, Holy Communion, Weddings)
- A friendly, respectful, and service-oriented approach to community engagement

How to Apply

To apply visit <https://cairns.catholic.org.au/about/careers>

- Submit a two-page cover letter and resume via the Diocesan Careers portal.
- Applications that do not include both a cover letter and a resume may not be considered.
- Applications close midnight Sunday 24 August 2025.
- Direct applications only and must be submitted via the Diocesan Careers portal.
- For further information email on hr@cairns.catholic.org.au