



St. Joseph Catholic School

79 Chapel Street, Monroeville, OH 44847

Phone: 419-465-2625 | Website: www.msjcs.org

Job Posting: School Secretary

Location: St. Joseph Catholic School, Monroeville Ohio

Position Type: Full-Time

Start Date: December/January

St. Joseph Catholic School is seeking a friendly, organized, and mission-driven **School Secretary** to join our faith-filled community. The School Secretary serves as the welcoming face of our school and provides essential administrative and clerical support to the principal, staff, students, and families. It is essential that the person for this position is able to prioritize, multitask, and exhibit flexibility.

Key Responsibilities

- Greet and assist visitors, parents, and students in a warm and professional manner
- Manage phone calls, emails, attendance records, and student files
- Support daily school operations, scheduling, and communication
- Assist the principal and faculty with clerical tasks and school event coordination
- Uphold the mission and values of the Catholic Church in all interactions

Qualifications

- High school diploma required; administrative experience preferred
- Strong communication, organizational, and multitasking skills
- Proficiency with office software (Google Workspace/Microsoft Office)
- Ability to maintain confidentiality and a positive demeanor
- Commitment to the Catholic faith and the mission of Catholic education

How to Apply

Please submit a resume, cover letter, and references to **Jolene Kreh, Principal, at jkreh@msjcs.org**. Applications will be reviewed on a rolling basis until the position is filled.