

Office Manager Position Available
Blessed Trinity Shrine Retreat
107 Holy Trinity Road, Ft. Mitchell, AL 36856
334 855-4474

Blessed Trinity Shrine Retreat, owned and operated by the Catholic Sisters of the Missionary Servants of the Most Blessed Trinity, is located in Ft. Mitchell, Alabama. The Shrine offers spiritual programs and retreats designed to deepen one's faith. The work of the Community continues to seek out and serve the abandoned populations and areas, especially among Catholics who are not being spiritually nurtured, especially the poor.

The Office Manager is a new, part-time position (4 days a week with the possibility of going full time) which will provide administrative and operational support to the shrine staff through the maintenance of bookkeeping records, data base and oversight of two functional groups.

We require a high school diploma; some college is preferred along with previous experience managing administrative/operational functions including payroll, taxes and the preparation of financial reports. Strong computer skills and the ability to work collaborative in a team environment are required. Excellent interpersonal skills are required as this individual will interact with a wide range of people including employees and vendors. Experience working in a mission-driven organization highly desirable; a Catholic preferred.

If you would like to be considered for this position, please forward your resume to Jobs@msbt.org.

