St Mark the Evangelist Parish
1 South Road
Londonderry, New Hampshire, United States

Date Posted: 10/14/2026
Categories: Office Administrator
Denominations: Catholic
Job Type: Part Time (25 hours a week)

Job Description:
St. Mark the Evangelist Parish aspires to the Catholic Church's mission to help all people grow closer in their relationship to Jesus Christ!

St. Mark's is a Catholic parish in the Diocese of Manchester, located in South Londonderry. The Office Admin primary role is assisting the Pastor with the smooth operation of the Parish office. This includes acting as first point of contact for office visitors, providing telephone and mail support. Our parish serves Londonderry, Hudson, and Windham, New Hampshire. Londonderry, New Hampshire is one of the fastest growing towns in New Hampshire and has the benefit of being located only 35 miles from Boston, MA. The parish is located near interstate 93, and is nearby to many colleges, the Seacoast, and also the lakes and mountains of New Hampshire.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Daily responsibilities**
    a. Answer phone calls
    b. Sort out the mail at the rectory and distribute
    c. Review emails and address issues as necessary
    d. Keep up with daily filing
    e. Greet and identify visitors and those in need of assistance. Refer to the Pastor or other staff members as appropriate

2. **Additional Responsibilities**

    a. Enter Baptisms, Weddings and Funerals in Registers.
    b. Update Parish census on ParishSoft and Flocknote
    c. Communications to parish ministries on Flocknote
    d. Maintain Eucharistic Minister, Lector and Altar Server schedules
    e. Book daily mass intentions
    f. Purchase office supplies as needed
    g. Provide secretarial duties for the pastor if needed

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Minimum of high school degree, Associates or Bachelors preferred.

2. 3 to 5 years' experience working in a busy office setting

3. Computer knowledge including, Mac based office software

4. Exceptional communications and organizational skills required.

5. Ability to multitask and manage multiple projects

6. Excellent listening and interpersonal communication skills. Must exhibit compassion and patience with all people seeking assistance.

Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

ENVIRONMENT:

1. Office - clean, well-lit, environmentally comfortable, no fumes or airborne particles
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Occasionally required to lift, carry or move up to ten pounds
4. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
5. Ability to work a flexible schedule, which may include night and weekends.
6. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
7. Mobility includes regular sitting, some standing and walking.

To apply, Email a resume to the Pastor, Fr Mike Zgonc at frmike@stmarksnh.org