

We're Hiring! Three Opportunities to Support the Mission of Sacred Heart Parish & School

Business Manager

Bring your experience in business, finance, administration, or management to support Sacred Heart Parish and School. Working alongside parish leadership, the Business Manager oversees day-to-day business operations, coordinates financial and personnel matters, manages parish staff, and serves as the contact for human resources and benefits — all while helping build a positive, collaborative culture. A bachelor's degree in business administration or related field is required.

Administrative Assistant/Office Coordinator

Be a welcoming face and helpful resource for our parish community! This role assists parishioners and visitors, manages calls and inquiries, maintains parish and sacramental records, schedules Mass intentions, and keeps daily office activities organized. Strong computer and organizational skills, dependability, and a warm, professional attitude are essential.

Communications and Development Coordinator

Help tell Sacred Heart's story and build strong relationships with parishioners, school families, alumni, donors, and the community. This role leads parish and school marketing and communications — including social media, website content, and promotional materials — while supporting school enrollment and retention, fundraising, donor relationships, and special events. A bachelor's degree in communications, marketing, or a related field is required.

All candidates must be practicing Catholics in full communion with the Catholic Church and committed to its teachings. We seek warm, welcoming, service-oriented individuals who demonstrate kindness, patience, self-discipline, sound judgment, and conduct consistent with our Catholic faith.

For full job descriptions, qualifications, pay, and benefits information, please email shchurch@sheff.org. To apply, email your resume and letter of interest to the same address and indicate the position for which you're applying.