

## Position Posting: **Elk County Catholic School System**

Position: **Main Office Secretary**

Campus: **Middle- High School**

### Description:

The Elk County Catholic School System has an opening for the 2026-27 school year for a **Main Office Secretary** at the middle- high school campus.

This is a benefits eligible position with full-time hours during the school year and part-time hours from mid-June through mid- August.

### Essential Duties Include:

- Serve as the first point of contact by screening visitors and answering phone calls in a professional and courteous manner
- Manage incoming and outgoing correspondence, including emails, mail, and deliveries
- Maintain organization for school records and documents
- Maintain the calendars for events and building usage for the facility.
- Assist with preparation of reports, forms, and other documents.
- Support school operations by ordering textbooks, supplies and maintaining inventory.
- Handle confidential information with discretion and professionalism.
- Provide general assistance with school events throughout the school year.

### Qualifications:

- High school diploma required.
- General computer proficiency and proficiency in document creation and design, spreadsheet, and office equipment.
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Ability to multitask and prioritize in a fast-paced environment
- Professional demeanor and strong interpersonal skills.

Previous experience working in an educational setting is preferred.

Application Process: Interested candidates should submit a cover letter, resume and other relevant credentials to: [careers@eccss.org](mailto:careers@eccss.org)

Applications will be reviewed on a rolling basis until the position is filled.

If you have questions about the position, please contact John Schneider, St. Marys Catholic Middle School Principal at [schneiderj@eccss.org](mailto:schneiderj@eccss.org)