



All Saints
Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Job Posting

Position: Elementary School Secretary

Status: Full Time position (non-exempt)

Reports to: President of All Saints Catholic Schools and Building Principal

Position Overview

All Saints Catholic Schools is seeking a full-time elementary school secretary. The person who fills this position is the face of the school, the first impression that students, parents, and visitors have. It is crucial that the school secretary maintains a welcoming atmosphere through courteous, respectful and professional interactions with all members of the school and wider community. Confidentiality is to be always maintained.

Responsibilities

- Support and uphold the mission, philosophy, and policies of the school and the Catholic Diocese of Saginaw.
- Serve as the primary point of contact for students, families, staff, and visitors while maintaining a welcoming, organized, and secure front office.
- Manage daily office operations, including student records, attendance, scheduling, communications, purchasing, and other administrative functions.
- Provide administrative support to the President and Principal by coordinating calendars, meetings, events, substitute coverage, and school-wide communications.
- Assist with financial, payroll, and recordkeeping processes in collaboration with the Finance Office.
- Maintain confidentiality, provide excellent customer service, administer basic first aid, and perform other duties as assigned.

Candidate Profile

- Practicing Roman Catholic committed to the mission and values of Catholic education.
- Experience in an administrative, receptionist, or school office environment preferred.
- Strong organizational, communication, and interpersonal skills with the ability to multitask and maintain confidentiality.
- Proficient in Microsoft Office and other standard office technologies.
- Professional, dependable, self-motivated, and committed to continuous growth while fostering a positive, faith-filled school environment.

Education and Experience

- High School Diploma or experience equivalent to graduation from high school
- Proven work experience as a Receptionist, Front Office Representative, or similar role.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills

WORKING CONDITIONS

Hours of Work: Typical work schedule is 7:15am-3:15pm with some occasional night time activities.

Nature of Work: School Setting

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in assigned location at least thirty (30) minutes prior to the start of the day and thirty (30) minutes after the day concludes.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

Additional Requirements

- Successful completion of the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background checks and additional training will be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, and a list of professional references to:

sarah.anderson@ascbaycity.org

Sarah Dowling-Anderson

President of All Saints Catholic School

sarah.anderson@ascbaycity.org

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Bay City, MI 48708

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Deadline to apply: July 13th, 2026 or Until filled