

St. Charles Borromeo Parish in Tacoma is seeking a  
Parish Administrator

Do you have a gift of working with a variety of people in order to accomplish specific goals? Are you capable of monitoring of a variety of projects at the same time? Are you skilled at working with numbers and a doing financial analysis? If so, we'd invite you to consider applying for the position of Parish Administrator at St. Charles Parish in Tacoma, WA.

The ideal candidate would be a college graduate active in the Catholic Church, with experience in managing finances, facilities and personnel. Candidates need to have strong interpersonal skills; a mature, poised manner; and the ability to take the initiative to work independently.

This is a full time position with compensation commensurate with experience and according to the Archdiocesan salary scale which includes an excellent benefit package. The position description and application documents are posted at <http://www.saintcharlesb.org> or can be picked up at the Parish Office. Please mail application documents and resume to the attention of Fr. Michael McDermott at St. Charles Borromeo Parish, 7112 S 12<sup>th</sup> St., Tacoma, WA 98465.