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St. Anthony High School: Part-Time Secretary

St. Anthony High School is currently accepting applications for a Part-Time Secretary.

Qualified applicants should possess a good understanding of Microsoft Office, either MS Publisher or Adobe InDesign, Google Drive, and have experience with either Windows Operating System or Apple products. Qualified applicants should possess strong organizational skills, excellent verbal and written communication skills, initiative, and a firm commitment to service. Candidate must be able to handle confidential information and be accountable to perform duties according to the Mission and Values of the Roman Catholic Church.

For more information regarding St. Anthony High School, visit www.stanthony.com. Submit letter of application and resume to: St. Anthony High School, Attn: Greg Fearday, 304 E Roadway Ave, Effingham, IL 62401 or gfearday@stanthony.com.