

# HELP WANTED

Holy Family School is seeking a **part-time administrative assistant/receptionist** to provide secretarial and administrative support to the Principal. Applicant must complete Safe Environment Training with the Diocese of Syracuse, must have good communication skills as well as proficient skills in technology to maintain records, files, and databases & provide reliable information to comply with district, state and federal requirements. Should be able to work well with teachers and staff, giving support and always maintaining a positive school image. Must be able to keep office information and records confidential. Please send resumes to: [darylhall@syrdiocese.org](mailto:darylhall@syrdiocese.org) or Holy Family School, 130 Chapel Drive, Syracuse, New York 13219

Holy Family Church is seeking a **Summer Maintenance Assistant** for 35 hours per week – Monday – Friday, 9:00AM – 4:00PM. Perfect position for a high school student or graduate moving on to college in the Fall – with the possibility of rehire on school breaks. Main duties will include assisting in the preparation of our facilities for floor cleaning and waxing, outdoor work, classroom set up, and a variety of other jobs as needed.

If you are interested, please contact Steve Burns 315-876-8547 or email [holyfamily@holyfamilysyr.org](mailto:holyfamily@holyfamilysyr.org). All employees will be certified in the Diocese of Syracuse Safe Environment Program which includes a background check.