



Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
Phone: (812) 424-5536 • Fax: (812) 424-0973
Web Address: www.evdio.org

School Name: **Flaget**

Contact Name: **Samantha McClure**

Contact Phone Number: **812-882-5460**

Contact Email: **smcclure@evdio.org**

Date Posted: **5/14/2026**

Date Closed: **Until Filled**

Job Type: **Non-Certified**

Employment Type: **Part-Time**

Title/Position: **Secretary**

Grade Level/Subject Area:

Start Date: **7/30/2026**

Job Description/Responsibilities:

The School Secretary serves as the welcoming face of the school and provides essential front office support two days per week (Tuesday/ Thursday). Responsibilities include answering phones, greeting visitors, managing attendance records, handling basic clerical tasks, and assisting with communication between staff, students, and families. The secretary helps ensure the office runs efficiently by supporting daily operations and maintaining a professional, organized environment. Strong interpersonal skills, reliability, and the ability to multitask are essential.

Qualifications:

High school diploma or equivalent required

Previous office, receptionist, or school experience preferred

Proficiency in basic computer programs (Google Workspace or Microsoft Office)

Experience with Canva strongly preferred for creating newsletters, flyers, and school communications

Strong organizational skills and attention to detail

Excellent communication and customer service skills

Ability to multitask and manage a variety of responsibilities in a busy environment

Professional, friendly demeanor with students, staff, and families

Ability to maintain confidentiality and handle sensitive information appropriately

Additional Instructions:

Send cover letter and resume to Principal Samantha McClure at smcclure@evdio.org.

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at csso@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>