



Job Announcement: Cemetery Manager, St. Mary Cemetery (Missoula, MT)

The Roman Catholic Diocese of Helena is seeking a skilled and dedicated Cemetery Manager of St. Mary Cemetery, located in Missoula, Montana. Reporting to the Director of Financial Services and Resurrection Cemetery Association, the Cemetery Manager is responsible for overseeing all operations and care of the cemetery, including grounds and maintenance activities, business and customer transactions, and personnel supervision. The Manager performs a variety of hands-on operational duties and services, ensures that skilled personnel and safe operating procedures are in place, and makes regular reports to Financial Services to include recommendations for purchases, initiatives, and improvements. The Manager is also responsible for meeting with and creating an inviting and respectful atmosphere for grieving families. Candidates must have experience with landscaping, building maintenance, and equipment operation. Strong problem solving and interpersonal skills are also essential.

This full-time position is located in Missoula, MT and offers generous benefits. For a complete job description, pay range, and a list of qualifications for the position, visit the Diocese of Helena website: www.diocesehelena.org. Apply by sending your resume and three professional references to HR@diocesehelena.org. This position will remain open until filled with a first look on November 4, 2022.