

Contact Information:

**First Name: Sr. Gwendolyn**

**Last Name: Melhado**

**Email : gmelhado@fsallegany.org**

**Phone: 716-790-1322**

Job Posting:

**Job Title**

Recording Secretary (**Apply in writing before or by June 30, 2024**)

**Information about the organization:**

Mission Statement:

“We, the Franciscan Sisters of Allegany, seek to live the Gospel of Our Lord Jesus Christ. We witness to God's love in the Franciscan tradition by living as sisters to all creation and by joyfully serving others, especially those who are poor or marginalized.”

Name and location of the Motherhouse:

St. Elizabeth Motherhouse  
115 East Main Street  
Allegany, NY. 14706

This is a Franciscan congregation serving in five countries: the United States, Jamaica, Brazil, Bolivia, and a mission in Mozambique. We engage in the ministries of education, health care, pastoral care, retreat work, as well as varieties of volunteer work.

**Responsibilities:**

- To carry out secretarial duties during the Chapter days

- To capture and record the days' events
- To liaise with Congregational secretarial and chief IT technician
- Provide and submit completed tasks to the designated personnel
- To ensure a seamless adjustment to the process and handover of responsibilities...kindly arrive on site, two days prior to Chapter and depart site two days after the Chapter

**Qualifications and experience Required:**

- Excellent verbal and written communication skills
- Excellent listening, writing, and recording skills
- Excellent skill sets in the use of Microsoft Office
- IT competence in Word Processing
- Excellent interpersonal skills
- Attention to details
- Time Management skills

**How to Apply:**

Please contact at:

**Atten: Sr. Gwendolyn Melhado  
Franciscan Sisters of Allegany  
1332 7<sup>th</sup> Avenue North  
St. Petersburg, FL 33705**

**Or**

**E-mail: [gmelhado@fsallegany.org](mailto:gmelhado@fsallegany.org)**

**Additional Information:**

This event is a Chapter of Affairs and a Chapter of Elections. Due to the international members of the Congregation, translation will be provided, as part of the flow of the Chapter proceedings.

**For Home Page Advertisement**

The Franciscan Sisters of Allegany, NY are seeking a Recording Secretary for their General Chapter which will be held July 27, 2025 through August 3, 2025, in Allegany, NY. The Recording Secretary will hold responsibility for minutes of the proceedings each of the Chapter days.

For preparation of the Chapter proceedings, the Recording Secretary is expected to arrive on site two days prior to the start date of Chapter and remain two days after Chapter to complete the responsibilities before departure.

Venue for the General Chapter is:  
St. Elizabeth Motherhouse  
115 East Main Street  
Allegany, NY, 14706

**Contact us at:**

**Atten: Sr. Gwendolyn Melhado  
Franciscan Sisters of Allegany  
1332 7<sup>th</sup> Avenue North  
St. Petersburg, FL 33705**

**Or**

**E-mail: [gmelhado@fsallegany.org](mailto:gmelhado@fsallegany.org)**

Interested persons with the skill sets to carry out secretarial duties are invited to **apply in writing:**  
**Before or by June 30, 2024**

Details will be discussed regarding employment.