

POSITION: Administrative Assistant/Receptionist
POSITION STATUS: Part-Time (30 hours/week)
CATEGORY: Non-Exempt
SCHEDULE: Monday thru Friday (8:30 am – 3:00 pm)
SUPERVISOR: Pastor/Parochial Administrator

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JOB SUMMARY: Assist the Pastor in overseeing the parish administrative needs of the office, buildings and grounds, and personnel, as well as for ensuring the smooth day-to-day running of the parish office.

ESSENTIAL FUNCTIONS:

1. Administer parish business operation at the direction of the Pastor and consistent with the parish mission and diocesan policies.
2. Provide reception services for the parish office by welcoming and directing visitors, answering telephone and directing calls appropriately
3. Record weekly donations into the parishioner database.
4. Complete and process employee's parish and diocesan payroll documents.
5. Schedule appointments, type/enter into word processing written communications and process mail.
6. Assist and collaborate with the Pastoral Council and Finance Council. Send the P&L monthly report to the Pastor and Finance Council.
7. Receive and sign for mail or vendor deliveries. Date and time stamp all deliveries, and notify addressees for pick-up. Each item is stamped with date, time and from whom received.
8. Develops and maintains a calendar of parish facilities to include time, date, name of organization using the facilities. Coordinates the use of keys for facilities.
9. Prepare and bring to the church the daily and Sundays Mass documents, such as bulletin, prayer of the faithful, announcements, and 2nd collection envelopes.
10. Oversee the timely opening and closing of the office each day. Ensure that all office equipment (e.g. computers, photocopier, etc.) are turned off, windows and doors are locked, and all lights not on timers are off.

11. Establish office record-keeping and filing systems. Maintain schedule of volunteers and coordinate their work.
12. Update and maintain a sacramental record keeping system. Record all weddings, baptisms, funerals, first Eucharist, first penance, and Confirmations. Update records as instructed by parish personnel or notification received through the mail. Send appropriate notification of sacraments to the parish of Baptism. This also includes completing and providing sacramental certificates as requested.
13. Perform secretarial duties for the pastor/parochial administrator other designated staff as needed.
14. Oversee an inventory of office supplies.
15. Other duties as the needs arise.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service.

Skills / Knowledge:

Skills / Knowledge: Knowledge of the Parish's mission; practicing Catholic with knowledge and understanding of the Catholic Church in general; computer skills and proficient in using Microsoft Word, Excel, and Publisher; able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload; work well with pastors, other diocesan administrators, and staff, use independent judgement; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; effective telephone techniques, and filing systems; professional temperament and appearance; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; good organizational skills; ability to maintain strict confidentiality; proficiency in Spanish and English is desirable