

PARISH JOB DESCRIPTION

POSITION NAME: Administrative Assistant	PARISH: St. Alice Catholic Church
REPORTS TO: Business Manager	EFFECTIVE DATE: 3/28/2018
CLASSIFICATION: Nonexempt	APPROVED:

GENERAL STATEMENT OF DUTIES:

Provides administrative support, reception and secretarial services and coordinates the parish office. Maintains accurate parish records.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Screens telephone calls in a timely, professional and pleasant manner, answers questions, routes calls to proper person or agency and resolves problems within scope of authority and responsibility.
2. Greets and receives individuals or groups at the parish office and provides assistance or directs them to the appropriate offices or agencies.
3. Opens parish office each morning and is responsible for all machines being turned on. Secures all parish buildings at the end of the workday.
4. Assures maintenance of efficient, effective office record keeping systems.
5. Maintains a strict level of confidentiality on all matters relating to parish business.
6. Records and maintains church sacramental records for baptisms, first communions, confirmations, marriages, catechumenates and deaths. Makes a copy of these records yearly for the Archdiocese.
7. Serves as a resource of information to staff, members of the parish, other parishes, the Pastoral Center, and the community.
8. Types correspondence, reports, and minutes from rough drafts, notes and/or general instructions for the pastor. Provides typing and limited clerical services for other parish staff.
9. Maintains general calendar for all parish facilities. Collects and coordinates meetings and/or events into a parish monthly calendar. Coordinates with the pastor and staff on a yearly master calendar. Coordinates appointments for the pastor.
10. Distributes incoming mail and assures outgoing mail is taken to the mailbox or post office on a daily basis. Handles all bulk mailings that are needed. Checks e-mail daily.
11. Monitors and orders office supplies as needed.
12. Assists parishioners with Mass Intention requests and information about, stipends, prepares Mass cards, schedules Mass Intentions and maintains Mass Intention Book.

13. Responsible for assembling weekend mass needs to include Bulletin, Announcements, Prayers of the Faithful, etc.
14. Performs other work-related duties as needed.

JOB SCOPE: Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

COMMUNICATION/CLIENT CONTACT: Contacts are made with others both inside and outside the organization, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisor's request and on the employee's own initiative.

SPECIFIC JOB SKILLS: Understanding of general principles of office operations and receptionist procedures. Proficiency with computer, calculator and all basic office equipment, including experience with word processing software. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboarding at 50 wpm and 10-key by touch. Ability to use telephone for long periods of time. Fluent in English required. Fluency additionally in Spanish is preferred.

EDUCATION AND/OR EXPERIENCE: High School graduate with three to five years' administrative experience. Two to four years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Practicing Catholic preferred. Bilingual in Spanish preferred. Valid driver's license.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

JOB CONDITION: Work is performed in an office setting, under continual, tight deadlines. Employee may be required to attend an occasional evening meeting and do extensive close and CRT work.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: N/A

Employee Signature

Supervisor Signature