

Parish Administrative Assistant Description

Job Title:

Parish Administrative Assistant

Purpose:

The Parish Administrative Assistant position supports the workings of the parish and offers secretarial support for the parish staff.

Key Responsibilities:

- Answers phones in a professional manner
- Answers emails from the Diocese, parishioners, and other entities in a timely manner
- Disseminates information (emails, letters, announcements, etc.) to the proper Parish staff (i.e. to the webpage administrator, etc.)
- Prepares submission of weekly bulletin content
- Prepares weekly Mass announcements
- Record Leadership Meeting Minutes and control distribution of Meeting Minutes
- Supports volunteers and Leadership team members
- Schedules requests for Masses and tabulates Mass stipends at the end of the month
- Maintains the parish calendar
- Writes check requisitions
- Runs errands as necessary
- Other tasks as assigned by the Pastor or Office Manager

Reports to:

Office Manager (primary)
Pastor (as required)

Time Commitment:

Part-time position approx. 20 hrs./week, some evening and weekend hours expected; occasional travel required

Attend Parish Leader's meetings 4 to 6 times per year

Qualifications:

Excellent communication skills, customer service and attention to details
Working knowledge of Microsoft Office applications including Publisher
Experience operating and maintaining ParishSoft or similar databases
Demonstrated commitment to the mission and values of the Catholic Church
Demonstrated commitment to service and a willingness to be accountable for their performance
Ability to pass background check

Physical Requirements:

- Work environment will be mainly indoor and will occasionally require employee to be at outdoor events
- Work will require routinely sitting, standing, using hands and arms to pick and place items
- Work will include operating office equipment such as copier, computer, calculator and phone
- Ability to lift of equipment and supplies (5 to 20 lbs.) and occasionally lifting over 20 lbs.
- Work will require ability to speak, hear, see and discriminate colors