

# St. John the Evangelist Catholic Church

## Administrative Secretary

1. **Position Title:** Parish Secretary
2. **Status:** Non-Exempt (Hourly); Full-Time Position. Salary commensurate with experience.
3. **Reporting Relationship:** Reports to the Parish Pastor.

4. **Primary Scope of Position:**

The Administrative Secretary is the first person with whom people come in contact when they arrive. The Administrative Secretary must have excellent interpersonal, writing and verbal communication skills. The person who fills this position requires a self-starter who can work with minimal supervision and be able to handle many tasks in a dynamic environment. They must also be able to work effectively in a team ministry.

The following responsibilities are representative of the duties required for the position of Administrative Secretary. They may be unilaterally but reasonably changed by the Pastor based on the needs of the parish as determined by the Pastor.

5. **Representative Duties and Responsibilities:**

- a. Prepare the weekly bulletin (knowledge of MS Publisher required)
- b. Coordinate the sales of advertisements for the bulletin
- c. Administration of website communications and posting of homilies and other media
- d. Greet visitors, coordinate phone communications, and respond to various requests for information and administrative services
- e. Stock and maintain office supplies
- f. Schedule and coordinate Parish events; maintain electronic calendar showing all events; administer usage fees and rules
- g. Schedule meetings for Pastor and Parish organizations
- h. Coordinate prayer chain communications
- i. Prepare flyers for Church organizations and groups
- j. Receive information on Parishioners who are hospitalized; share this information with Pastor, Deacons and Staff
- k. Maintain information in Church database using PDS Software
- l. Coordinate the operation of the computer server and internet service
- m. Handle miscellaneous projects and responsibilities as directed by the Pastor

6. **Hours:** Monday – Friday 8:00 am – 4:30 pm or as approved by Pastor

7. **Qualifications:**

The Administrative Secretary should have a minimum of two years' experience working in an administrative assistant/secretary position. They must have experience and be familiar with Microsoft Office and Database software (preferably PDS).

The Administrative Secretary should be able to provide attention to detail and accuracy, be able to multitask, prioritize, meet deadlines, have an ability to communicate complex data clearly, have excellent data entry skills, and be able to work independently while keeping Pastor timely and clearly informed of office matters.

**Other Knowledge, Skills, Attitudes:**

- a. A fervent and committed Catholic in conformity with the Magisterium
- b. People Person
- c. Capable of dealing effectively with diverse personalities
- d. Website usage and experience
- e. Ability to meet deadlines and follow directives from Pastor in timely manner
- f. Proficient with MS Office Products (Excel; Word; Publisher )
- g. Excellent oral and written communication skills
- h. Professional demeanor and excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone.
- i. Strong organizational skills and Attention to detail
- j. Problem solving skills
- k. Confidentiality and integrity
- l. Able to work independently and collaborate with others at all levels

Send Resume to:           Rev. Christopher Forler  
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