



Position: Administrative Assistant
Reports to: Pastor and Parish Administrator
Status: Full Time

General Responsibilities:

The purpose of this position is to greet and welcome all guests to Christ the King's administrative office, provide administrative and clerical support to all staff, assist in the coordination and organizational operations of the Parish Office and to implement the mission of Christ the King Parish especially in relations to administrative tasks.

Job Requirements:

- Active, Practicing Catholic.
- Kind and helpful attitude.
- Excellent communication and interpersonal skills.
- Ability to problem solve and multitask.
- Strong Organizational skills.
- Attention to details.
- Flexibility.
- Works well with others with a team player attitude.
- Strong committed work ethic.

Educational:

- Bachelor's Degree required.
- Proficiency in MS Office with expertise in Word, PowerPoint, and Excel.

Hospitality

- Welcomes, assists, and refers parishioners and visitors to the appropriate staff members.
- Answers incoming telephone calls and the gate line.
- Greets and opens parking gate to visitors as spaces are available. Communicates safe parking options to guests when parking is full.
- Opens the Parish Office and assures that all needed machines and lights are turned on. In the evening, when there is no evening receptionist, makes sure office doors are locked, all unused machines are power down and lights are turned off.

Administrative

- Maintains the Parish's Mass intentions, sacraments and room reservation calendars.
- Maintains and updates the phone tree, changing recordings as needed.
- Maintains parish record keeping, filing systems (staff meeting minutes, wedding and annulment files, sacramental records and archives).
- Assists engaged couples during initial contact, answering routine questions, obtaining basic information, reserving church for wedding date, set-up and maintains file, prepares wedding certificate or transmits file to another parish or state.

- Coordinates the registration of new parishioners and updates the census for current parishioners.
- Maintains the Parish Registries entering all sacraments celebrated at Christ the King and notifying respective parishes of sacramental celebrations.
- Prepares sacramental certificates.
- Keeps Archives of Christ the King History.
- Sorts and organizes incoming mail and maintains regular parish correspondence.
- Maintains a key system in the office and issues keys and parking cards to persons authorized by the Pastor and/or Parish Administrator.
- Oversees an inventory of office supplies and orders materials, supplies, and equipment as needed.
- Reminds residents of changes in schedules for opening, closing, Game Day Masses, etc.
- Distributes checks at the front desk for pick-up.
- Meets with Lessees regarding contracts, kitchen protocol and/or CTK space rental. Collects Fees and files for Event Insurance. Coordinates with Maintenance for Event Set-up.
- Maintains the bookracks in the gathering area as directed by Pastor or Parish Administrator.
- Prepares and uploads the weekly bulletins; adjusting amount orders as the semesters begin and end.
- Maintains a binder of all bulletins for the annual bound inventory provided by LPI.
- Prepares the Our Sunday Visitor Envelope Report once a month.
- Prepares, organizes, and issues the Parking Passes for LSU home games. Notifies current parking-pass holders of game kick-off times, attendant's time of arrival to open the lot, & gameday Mass time.
- Prepares List of Parking Pass Holders for parking lot attendant's check-off list.
- Assists and organizes scheduling Thursday Lunch volunteers as directed by Parish Administrator.
- Assists Development Director in thank you program as directed.
- Records and maintains RSVP's lists to events and communicates names and numbers to necessary staff.
- Organizes spreadsheet information for parking pass yearly fundraising raffle registration.
- Organizes spreadsheet information for Parking Pass Fundraising Drawing every 3 years. Tracks Fees.
- Organizes spreadsheet information for Busy Persons Retreatants each semester; reserves, labels and sets up Spiritual Direction rooms. Provides keys and codes to Directors as needed.
- Maintains inventory of all liturgical supplies (hosts, wine, oil, new linens, & candles) and orders as needed.
- Works with Caterer to provide Staff Lunch once monthly.
- Coordinates Staff Birthdays, orders and pick-up cake and cards.
- Schedules Mass Intentions, collects fees, and notifies families of the deceased of upcoming scheduled masses.
- Maintains Letters of Suitability file of out-of-Diocese priests who celebrate masses at Christ the King.
- Assists in other areas as directed by Parish Administrator or Pastor.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment.

Please send your resume, cover letter, three references, and your date of availability to start, to:

Alison S. Dazzio, Parish Administrator

Christ the King Catholic Church and Student Center

P.O. Box 411, Baton Rouge, LA 70821

Telephone: (225) 344-8595

E-mail applications accepted – adazzio@ctklsu.org