

# BLESSED SACRAMENT ST. JOAN OF ARC CATHOLIC CHURCH

## Administrative Assistant

Blessed Sacrament-St. Joan of Arc Catholic Parish is looking for an individual to fill the role of Administrative Assistant. The Administrative Assistant is responsible for administrative, secretarial, and personal assistance in meeting the goals and objectives of Blessed Sacrament-St. Joan of Arc Parish. The essential functions are:

- Perform administrative duties for and as requested by the pastor.
- Receives and responds to all visitors, mail, e-mail and phone requests of the parish office. Ensures all requests are either answered or a response is provided by the appropriate parish representative.
- Assists in maintenance of parish calendar including coordinating appointments, facility space and materials for funerals, meetings, conferences, and other activities and ensures that a conflict in scheduling does not exist.
- Responsible for scheduling Mass Intentions, Sanctuary Candle and Flower Memorials and sending out related correspondence.
- Prepare reports, spreadsheets, outlines and mail merges, as requested.
- Manage accounting and finance functions for the Parish.
- Compile and print weekly bulletins and other Parish communications.
- Update Parish Directory annually
- Operates office machines including copiers, printers and fax machine. Ensures office supplies, including paper, toner, etc., are ordered and available.
- Perform other duties as requested.

The individual should have:

- Computer proficiency, including experience with Microsoft Windows and Microsoft Office (Word, Excel), QuickBooks, ParishSoft
- Strong verbal and written communication skills with people of all backgrounds and circumstances.
- Organizational and interpersonal skills sufficient to support effective teamwork and multitasking.
- Able to conduct business in a professional manner and support an atmosphere of warmth and caring for all guests and visitors.
- Capable of appropriate levels of discretion and ensuring confidentiality for all information.
- Detail oriented, highly organized, and punctual.
- Strong social media skills a plus.
- Be flexible and adaptable to change.

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## **Minimum Qualifications**

The individual must have excellent communication, computer, clerical/secretarial, telephone and people skills, as well as typing and word processing proficiency. Ability to multi-task, resourcefulness; interact professionally with the public and staff. Able to adhere to confidentiality protocols and sound decision-making abilities. Experience in QuickBooks and ParishSoft, preferred. Proficiency in Microsoft Office and previous experience in a similar role is required.

Hours are 9 AM to 4 PM Monday through Friday. A complete job description is attached. Interested applicants should send letter of interest and resume to [BSSJASTREAMTEAM@GMAIL.com](mailto:BSSJASTREAMTEAM@GMAIL.com)