

# Holy Family Catholic Church

## Administrative Assistant

### Job Description

**Title:** Administrative Assistant  
**Reports to:** Parish Manager  
**Department:** Administration  
**Status/Class:** Part-Time Non-Exempt Approximately 25 hours per week.

#### Job Responsibility

The Office Assistant is responsible for clerical support of all office functions. Specific tasks and responsibilities will be delegated by the Office Manager. Typical duties include performing or supporting the tasks such as those listed.

#### Responsible for the Support or Performance of:

- ❖ Secretarial duties for the Pastor, Parish Manager and other designated staff.
- ❖ Receive and place telephone calls, greet visitors, processing incoming and outgoing mail including bulk mailing.
- ❖ Maintain parish calendar including liturgical designations such as readings, intentions, etc.
- ❖ Oversee office supplies and order as needed.
- ❖ Maintain parish census information such as adds, deletes, and changes. (ACS)
- ❖ Maintain records for compliance of the Protecting God's Children program.
- ❖ Preparation of parish bulletin and newsletter.
- ❖ Maintain updated information on parish front sign.
- ❖ Update the parish website as requested.
- ❖ Design and send the Constant Contact email reminder weekly if necessary.
- ❖ Maintain sacramental records and prepare sacramental certificates.
- ❖ Respond to requests for sacramental information from other parishes.
- ❖ Send sacramental information to parish of baptism for sacraments performed at Holy Family
- ❖ Obtain and interpret liturgical information and ensure its accuracy for all parish publications.
- ❖ Ensure certain tasks, and notifications are completed regarding funerals and burials.
- ❖ Prepare and issue timesheets.
- ❖ Order supplies and items for ministries and staff.
- ❖ Keep meeting minutes for staff meetings.
- ❖ Provide information and welcome packets to new parishioners.
- ❖ Electronically download postage values to postage machine.
- ❖ Order supplies, call for service issues for Canon copier
- ❖ Ensure collection bags and record sheets are available and accounted for.
- ❖ Track mass attendance.
- ❖ Design and maintain parish bulletin boards with up to date information as requested.
- ❖ Other similar duties as assigned

**Minimum requirements**

Prior experience in an administrative support position

Must be proficient in Microsoft Office products including Word, Powerpoint, Excel, Publisher, InDesign

Proficient with technology and social media platforms

**Some Abilities required**

Able to communicate clearly and professionally and compose correspondence

Ability to maintain confidentiality

Well organized

Able to multi-task with accuracy

Able to lift 20 pounds infrequently, routinely lift 10 pounds.

Able to sit at a desk and operate a computer much of the time

Ability to work as part of a team and interact professionally with vendors, staff, volunteers, and parishioners