

St Bernard of Clairvaux Catholic Parish
Wauwatosa, WI
JOB DESCRIPTION

POSITION TITLE: Administrative Assistant

SUPERVISOR: Director of Administrative Services

GRADE & COMPENSATION: Non-exempt, Regular Part-time, Hourly, Non-contractual. Hours vary and will include late afternoon/early evening and weekend hours.

BENEFITS: As described in employee handbook and annual letter of employment.

DESCRIPTION: This position manages the church office, assists other Parish staff. While this position does not supervise employees, it does provide work direction to office volunteers.

RESPONSIBILITIES:

Office:

- Answer telephone, screen, direct calls, take messages.
- Greet visitors, provide information, facilitate drop-offs, pick-ups (e.g., committee documents)
- Keep front office orderly and welcoming
- Oversee the work of volunteers in the parish office. This may include recruiting, training, scheduling and supervision when volunteers are on site.
- Assists with Parish Scrip program as needed
- Handle incoming mail: sort, open and distribute. Maintains listing of checks received in the mail each week.
- Maintain office equipment (telephones, printers, computers & photocopy machines) and orders supplies as required.
- Observe all safety and security standards including securing doors and shut down of office equipment.
- Provide secretarial support to fellow staff members when requested. Maintains Parish correspondence
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Recordkeeping:

- Maintains Parish Church Management software by keeping Parishioner records up to date. Periodically submits reports to the Archdiocesan Office when requested
- Maintain parish office records and files (i.e. record anointing)
- Schedule Mass Intentions and reconcile monthly
- Record sacraments in parish record books and fulfills requests for copies of Parish records
- Maintain parish petty cash fund; reconcile monthly
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Communications:

- Create the weekly bulletin using Microsoft Publisher and working with LPi when necessary
- Prepare and manage correspondence (i.e. welcome letters, thank you notes, new parishioners packets and others as needed)
- Staff meeting agendas: gather inputs, create and copy agendas
- Coordinate printing of parish stationary, forms and parish office supplies
- If inserts are needed for the weekly bulletin, makes copies and oversees stuffing
- Arrange for distribution of weekly bulletin for homebound parishioners
- Keep parish bulletin boards updated
- Support and communicate with various Parish committees:
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Other

- Assists with Parish Accounting, scanning and depositing checks, posting parishioner contributions, reviewing contribution postings, entering invoices into the accounting system, printing checks, filing, document shredding.
- May be required to attend staff meetings and off-site retreats
- Perform additional job-related duties and responsibilities as assigned.

KEY REQUIREMENTS:

- Ability to complete Archdiocesan Safe Environment Certification is required
- Possess a valid Wisconsin driver's license and a good driving record is required
- Solid working knowledge of Microsoft Office; Microsoft Publisher, Email and database software experience required
- Strong organizational skills with the ability to prioritize work flow and track what needs to get done
- Excellent time management skills, ability to get the job done with little or no supervision following established guidelines
- Communicate clearly and concisely
- Excellent written and grammatical skills

- The ability to listen, understand and react appropriately
- Be compassionate, empathetic, honest, sympathetic and diplomatic
- Understand the importance of maintaining confidentiality and using discretion
- Internal and external customer service focus
- Willing to take initiative, use good common sense and go above and beyond
- Ability to sit for long periods of time and lift 20 pounds is required.

SUPERVISORY RESPONSIBILITIES: N/A

Position provides work direction to office volunteers

QUALIFICATIONS:

- Associates Degree or related education
- Minimum of two years relevant office experience
- Familiarity with the liturgy and traditions of the Catholic Church preferred

EVALUATION:

- Annual evaluation

COPIES:

- Employee
- Supervisor employee file
- Electronic master copy with pastor