

## **JOB DESCRIPTION**

### **St. Mary – Deer River**

Job Title:	Administrative Assistant to Parish Cluster
Department:	
Reports To:	Father
FLSA Status:	Non-Exempt
Prepared By:	Reenie Reuter
Prepared Date:	3/17/2021
Revised Date:	
Schedule	20 hours per week- schedule to be determined

### **SUMMARY**

To provide administrative assistance to the parish pastor and all parish members within our parish cluster.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Meet with Father regularly to attend to various matters and parish cluster needs.
2. Keep in touch with the Diocese and all of the required policies and procedures.
3. Communicate by phone and email with parish councils and groups.
4. Monitor/respond to church email.
5. Answer phones, monitor messages and respond according to need.
6. Pick up mail at post office, sort and distribute when necessary.
7. Prepare various mailings to parish members relative to church and Diocese operations and special collections.
8. Prepare and submit weekly bulletin.
9. Prepare weekend Mass pulpit announcements.
10. Prepare travel bags for weekend delivery to St. Joseph and St. Charles and monitor return information/collection.
11. Assign Mass intention dates and stipends received.
12. Maintain schedules of liturgical ministries.
13. Update websites and provide technology support as needed.
14. Handle all aspects of accounting including accounts payable and receivable and payroll.
15. Monitor/order office supplies as needed.
16. Monitor/prepare special church liturgical supply orders.
17. Monitor/order basic supplies at churches and rectory as needed.
18. Monitor office equipment and order maintenance and repairs as needed.
19. Attend finance council meetings and provide financial reports to council members.
20. Attend Cemetery council meetings and provide financial reports to council members.
21. Assist with managing property and facilities management needs.
22. Attend and/or complete all workshops and training as directed.
23. Perform other duties as assigned.

## **GENERAL RESPONSIBILITIES**

Maintain a current level of knowledge and skills required to effectively serve in this position.

## **SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

The applicant should possess any combination of education, training or experience that provides the required knowledge, skills and abilities necessary to perform the function of the job.

- A High School Diploma or GED is preferred.
- Successfully pass a criminal background check.

## **LANGUAGE SKILLS**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to parishioners, visitors and other employees/volunteers of the parish.

## **OTHER EXPERIENCE/SKILLS**

Must possess:

- computer skills such as Microsoft Office software including Word and Excel.
- the ability to use email functions.
- the ability to access the internet and make appropriate searches as needed.
- the ability to do online purchasing as needed.
- basic math skills.
- good language and communication skills including answering phones and directing calls as necessary.
- the ability to use good judgment in matters of confidentiality.
- the ability to perform scheduling functions and set up schedules for various liturgical activities.
- the knowledge of how to operate office equipment.

## **CERTIFICATES, LICENSES**

Valid Minnesota State Drivers License

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to have the ability to stand, walk, sit, use hands to feel objects, reach with hands and arms, talk, hear and climb stairs. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The environment is a small office in the Rectory with all necessary equipment to carry out the functions of this position. This environment also includes visits to the office of the pastor. Also included are the church proper and Sacristy for placing various documents and literature, posting and monitoring bulletin boards. Some travel to and from the post office is expected.

**POLICY STATEMENT**

St. Mary’s buildings both inside and any place on the property are TOBACCO FREE, DRUG FREE AND ALCOHOL FREE for all staff, volunteers and employees associated with the Church except for wine used during the Celebration of the Mass, in the Pastor’s Rectory or as otherwise approved by the Pastor only. Exceptions are to be in writing and signed by the Pastor and permanently kept in an historical file by the Secretary.

**ACKNOWLEDGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_