

## **Parish Office Communications Staff Member**

Part Time - 18 hours/week - No Benefits

### **Job Description**

The **Parish Office Communications Staff Member** is expected to, in a professional and courteous manner, perform duties relating to the; coordination of office operations with the Parish Office Financials Staff Member (monday-tuesday); interaction with office visitors, vendors, and telephone inquiries; recording of pertinent information about sacraments performed at the parish; communication of parish activities and facility information to parishioners, visitors, and regulatory authorities who may come upon the parish premises, and to those who may work and reside in proximity to the parish; facilitate communication between the parish and the Diocese of Rockford; delivery of information and instructions between the Pastor and other parish staff members, parish organizations, and parish partners; recording of cemetery burial information; and; performance of other duties as assigned by the Pastor of the parish.

The **Parish Office Communications Staff Member** is expected to demonstrate proficiency in the following computer applications: **Canva**, **Microsoft** Word, Excel, and Clipchamp, **Google** Gmail, Drive YouTube, and Facebook, as well as several web-based applications used to record information about cemetery burials, distribute text messages, update the parish website and electronic sign. Staff member will also transfer audio recordings from a digital voice recorder to a PC, and convert that audio file into a video file for sharing via the internet. Staff member updates and maintains the multi-office telephone system outgoing messages and retrieval of voicemail messages. Staff member is also responsible for creating the weekly church bulletin and should possess the ability to gather, create, and disseminate content pertinent to the parish therein, and to use a web based application to transmit the completed bulletin to the printer. Ability to operate both a digital and an analog lock on a safe is required.

The **Parish Office Communications Staff Member** is expected to staff the parish office on Wednesdays, Thursdays, and Fridays, from 8:30am to 2:30pm, collect and distribute US Mail and Packages Delivered to the office, and to lock the church doors at 2:00pm. Daily activities also include registering and collecting fees for mass intentions which are to be deposited in the safe. From time to time, other parish organizations will require collecting of their fees which are to be retained in locations as specified. Seasonally, the Staff member will produce mailings for the registered parishioners, including printing, folding, placing in envelopes, applying postage, and transporting mailings to the Post Office. Staff member may be tasked with contacting maintenance companies to perform work at the parish, provide building access to those hired workers, and when required, file documentation with appropriate regulatory authorities to obtain operation permits.

The **Parish Office Communications Staff Member** is expected to be; a Catholic in good standing, able to communicate basic tenets of the Catechism; able to provide their own transportation to and from the parish office; able to climb and descend stairs; strong enough to lift packages weighing 30 pounds; able to identify and maintain the numerous keys needed for access to different doors of parish buildings; and; able to complete the minimum number of tasks in the time prescribed on the checklist provided. As the Staff member often works on their own, they should possess the ability to interpret situations and apply creative problem solving skills independently.

Those interested in the position should contact the parish office at **815-678-7421** or by email at **[saintjosephchurch@gmail.com](mailto:saintjosephchurch@gmail.com)**.