



ST. JEROME
CATHOLIC CHURCH

POSITION DESCRIPTION

Position: Administrative Assistant
Reports to: Pastoral Associate for Administration (Business Manager)
of All Saints Parish and Saint Jerome Parish
Effective Date: 1 May 2024

FLSA: Non-Exempt

GENERAL SUMMARY

The administrative assistant projects the parish's vision and goals through interactions with the pastor, visitors, parishioners, colleagues, and supervisors. They must be able to appropriately relate to parishioners and guests of the parish, while showing respect and compassion in delivery of his or her services. The administrative assistant assists the pastor, associate pastor, pastoral associate for administration, and other staff with administrative support. The ideal candidate will be a practicing Catholic Christian or at least someone who respects the teachings of the Catholic Church and is able to promote them.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Screens calls, answers questions, and forwards messages in a timely manner, resolving problems within scope of authority and responsibility. Contacts frequently involve confidential / sensitive matters necessitating discretion.
- Greets and receives visitors in a courteous and respectful manner, extending hospitality to each one as if they were Christ Himself, directing them to the appropriate parties.
- Receives and distributes incoming mail and assures that outgoing mail is picked up by the Postal Service each day.
- Types correspondences and other documents, including but not limited to year-end offertory statements and seasonal mass communications. Proofreads, edits, duplicates, and distributes materials as necessary.
- Assists with the publication of the combined Sunday Bulletin for All Saints Parish and Saint Jerome Parish by communicating pertinent information (Mass intentions, financial information, announcements, etc.) to the bulletin producer, and possesses the ability to produce the entire bulletin, as needed.
- Maintains accurate parish roster and mailing list.
- Coordinates and schedules sacramental functions, including but not limited to Baptism preparation classes, baptisms, weddings, funerals, and funeral luncheons; contacts appropriate persons involved including families, relatives, and volunteers.
- Uses judgment and pre-established policies to requisition necessary office supplies as needed.

- Maintains accurate sacramental records, prepares certificates, and issues notifications.
- Prepares and distributes parish schedules for liturgical ministries, as directed by clergy, pastoral associates, and ministry coordinators.
- Maintains parish calendar (in conjunction with counterpart at All Saints Parish) and Mass intentions.
- Prepares basic financial transactions as designated by supervisor, including but not limited to processing check requests, timely collection and deposit of offertory and other miscellaneous contributions.
- Enters offertory information into ParishSoft.
- Oversees and maintains social media presence for both Saint Jerome Parish and All Saints Parish, utilizing various platforms but not limited to parish website(s) and Facebook account(s).
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- High school degree required or general equivalency degree (GED) and with at least two years of experience in an office setting performing secretarial type duties.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Requires knowledge of social media platforms and the ability to maintain them.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must maintain a high level of attention to quality, detail, accuracy, and efficiency.
- Must have good communication skills with the pastor and pastoral associate for administration, keeping them apprised of work projects.
- Must have the ability and experience to work in a respectful team environment with other parish personnel.
- Requires above average communication skills including verbal, written, and listening.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.
- Excellent organizational and interpersonal skills including tact, courtesy, and diplomacy.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and / or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This position may require some evening and weekend hours.

APPLICATION REQUIREMENTS

Candidates should submit an application package that includes the following:

- A cover letter indicating why they are interested and qualified for the position, as well as salary requirements.
- A current résumé.
- The names, addresses, email addresses, and telephone numbers of three references.

Please submit applications via e-mail attachment to Fr. Scott Woods, Pastor of All Saints Parish and Saint Jerome Parish, at: swoods@toledodiocese.org.