

PARISH ADMINISTRATIVE ASSISTANT
Holy Face of Jesus Parish

I. IDENTIFYING INFORMATION

Position Title: Parish Administrative Assistant

Status: Full-time, Non-Exempt, 12 months

Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

The Parish Administrative Assistant provides secretarial and clerical support for the parish office.

III. POSITION CONTENT

A. Reception

- Warmly greeting those who have appointments and walk-in visitors
- Registering new parishioners
- Registering parishioners for activities and ministries like Vacation Bible School, CCD, and Baptismal instruction
- Allowing parishioners to drop off or pick up materials
- Answer the telephone and oversee the office email account
- Refers questions and issues to the proper person (staff or volunteer)

B. Secretarial

- Receives, distributes, and responds to items on the fax line
- Distributes mail and packages
- Orders collection envelopes
- Schedules Mass intentions for all four churches
- Creates Holy Face of Jesus Liturgical Ministry schedule and maintains current minister information
- Maintains the facility schedule
- Prepares and sends contracts for facilities and collects rent
- Maintains Sacramental records. Prepares certificates for Sacramental reception
- Prepares copies for marriages and annulments
- Notify church of baptism of other sacramental reception
- Maintains parish database of registered parishioners for parish
- Prepares reports from the parish database

- i. Monthly anniversary and birthday list to the Communication Coordinator
- ii. Posts monthly employee birthday and anniversary dates in the office
- Prepares and processes parish mailings and recruits volunteers to assist
- Tracks RSVPs for some parish events

C. Financial

- Accepts payments for various activities, provides a receipt and ensures that money makes it to the intended staff member
- Posts the weekly collections

D. Communication

- Assists the Communications Coordinator with bulletin inserts
- Assists Communications Coordinator when he/she is away or unavailable

E. Administrative

- Prepares and files reports with the Archdiocese
- Attends staff meetings and participates actively
- Opens and unlocks the parish offices
- Assists in facilitating occasional parish/regional events as necessary
- Orders and tracks office supplies
- Orders and tracks liturgy supplies

F. Other duties and tasks as assigned

IV. POSITION REQUIREMENTS

A. Skills, Knowledge, Abilities

- Must have knowledge of and skill in using office machinery – computers, copiers, telephone systems, etc.; and of different word processing and accounting software (Publisher, Word, Excel)
- Must have ability to communicate both verbally and in writing
- Must have basic knowledge of how a parish operates and be able to grasp quickly how the parish office functions
- Must have a basic understanding of the Catholic Church and represent its values in the office and out
- Must have the ability to maintain confidentiality in all matters
- Must have the ability to relate to a variety of persons
- Must have a welcoming personality

V. WORKING ENVIRONMENT

This position works normal business hours in the parish offices. Occasionally this position requires attendance at weekend or evening meetings or events.

Employees of the Holy Face of Jesus Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Holy Face of Jesus Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VI. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date