

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION
Stewardship - Administrative Assistant

I. IDENTIFYING INFORMATION

Position Title: Stewardship - Administrative Assistant
Status: Part-Time (23 hours/week), Non-Exempt
Reports to: Director of Stewardship

II. PRIMARY FUNCTION OF THIS POSITION

The Stewardship Administrative Assistant serves as the backbone of development operations for Our Lady of Light Family of Parishes. This position assists with the administrative processes for the development team, ensuring timely and meaningful communication with those who share their time, talent and treasure for the betterment of the Church and our community. Additionally, the Administrative Assistant will assist with the organization and administration of the capital campaign and subsequent development initiatives. He/she must be extremely detail-oriented and work to ensure exemplary donor communications.

III. POSITION CONTENT – ESSENTIAL FUNCTIONS OF THE POSITION

- Coordinate production and mailing of:
 - Weekly letters of gratitude and acknowledgement for special financial gifts outside of regular Sunday giving (campaign gifts, estates, etc.)
 - Annual letters of gratitude to key volunteers and lay leaders
 - Annual appeal letters
 - Annual stewardship commitment renewals
 - Weekly parish updates to school staff
- Assist with capital campaign administration, including:
 - Compiling binders and materials for meetings
 - Creating marketing materials regarding capital campaign updates
 - Coordinating campaign special events preparation, execution, and processing of RSVPs
- Collaborate with:
 - Operations, Worship, and Evangelization teams to collect and organize financial, sacramental and organizational data from our family of parishes to input into our annual report
 - Database Manager to log special financial gifts into the database, coordinate up-to-date parishioner mailing lists, and develop specialized data pulls
 - Collaborate with the Fellowship Sunday team to organize purchase and delivery of event supplies

- Perform other duties and tasks that are assigned by supervisor

IV. POSITION SPECIFICATIONS/REQUIREMENTS

- Previous administrative or office support experience required; experience in a parish, nonprofit, or development/fundraising setting strongly preferred.
- Exceptional attention to detail and strong organizational skills, with the ability to manage multiple projects and deadlines simultaneously.
- Experience coordinating mailings, including managing mailing lists, and ensuring timely delivery and follow-up.
- Proficiency with Microsoft Office (Word, Excel, Outlook); ability to learn and use parish database software.
- Strong interpersonal skills and the ability to collaborate effectively with clergy, staff, volunteers, and parishioners across multiple ministries.
- Self-motivated and dependable, with the ability to work independently in a part-time role, while remaining responsive to team needs.
- Practicing Catholic who demonstrates respect for and alignment with the mission, values, and teachings of the Catholic Church.

V. EDUCATION, TRAINING AND/OR EXPERIENCE

- High school diploma required; associate or bachelor's degree preferred, particularly in administration, communications, nonprofit management, or a related field.

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required on occasion

VII. ACKNOWLEDGEMENT

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

Employee Signature

Date

Supervisor Signature

Date