



OLD ST. MARY
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Very Rev. Jon-Paul Bevak, C.O. Pastor

JOB DESCRIPTION – OFFICE ASSISTANT

I. IDENTIFYING INFORMATION

Position Title: Office Assistant
Status: Part Time; Non-Exempt
Reports to: Parish Secretary
Location: Old St. Mary's

II. PRIMARY FUNCTION OF THIS POSITION

The office assistant provides secretarial/clerical support to the parish secretary, day-to-day financial and operational services, and computer input/output services for the parish office operations.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- must be able to handle confidential matters and maintain strict confidentiality
- takes phone calls and messages
- greet and meet visitors
- assists with the weekly collection
- takes minutes for meetings
- assists with weekly bulletin, monthly newsletter, and other printed documents
- assists with basic webpage and social media management (e.g. posting the bulletin, etc)
- performs all normal secretarial functions, including typing, word processing, data entry, and filing
- performs normal office environment duties
- provide backup for the administrative assistant
- assists all the priests of the parishes as requested and able
- assist with parish fundraisers
- may be requested to help open and lock church as needed
- performs duties at Sacred Heart Church office
- perform other secretarial and parish functions as requested

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- must have good written and verbal communication skills
- must be flexible and present self in a professional manner
- must be able to handle a wide range of different people in various circumstances, some of which may be stressful, in a professional manner
- must have good computer skills, or the ability to learn quickly, including but not limited to the use of email, network configuration, programs used by the Archdiocese

for bookkeeping and benefits, the Microsoft Suite, Google Apps, and the Adobe Suite (e.g. InDesign)

- Employees of Old St. Mary's and Sacred Heart Catholic Churches will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the parishes. 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.
- must be able to pass a background check and complete the Archdiocesan requirements for a safe environment

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Catholic candidate preferred or willing to learn the language and requirements of the work specifically around sacrament scheduling and liturgical coordination
- High school diploma or equivalent
- Additional training in administrative matters
- 3-5 years experience in general office and business procedures preferred

V. WORKING ENVIRONMENT

- Normal parish office environment
- Start Date: As soon as possible

Submit resumes to Fr. Jon-Paul Bevak, C.O. Email: jpbevak@cincinnatiatory.com.