



St. Ignatius of Loyola Church

5222 North Bend Road, Cincinnati, Ohio 45247 • 513.661.6565 • sainti.org

PARISH EXECUTIVE SECRETARY

I. IDENTIFYING INFORMATION

Position Title: Parish Executive Secretary

Status: Full-time, Non-exempt

Reports to: Director of Finance and Administration, Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Parish Executive Secretary provides administrative and secretarial support to the parish, managing the office, handling communication, and coordinating parishioner and staff activities. Key duties include managing the parish calendar, maintaining records for sacraments and congregational activities, handling correspondence, assisting with event planning, and scheduling for services like weddings, baptisms, and funerals. They also often act as a receptionist, greeting visitors. They ensure the office runs smoothly by managing supplies and liaising with vendors.

In addition, they will work very closely with the Pastor as his assistant, managing his calendar, events, and ministries.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Administrative and clerical support

- Act as the first point of contact for visitors and handle incoming calls, emails, and mail, directing inquiries to the appropriate person.

2. Record and database management

- Maintain accurate parish records, membership lists, and financial contributions.
- Other various duties as requested by the staff, Director, and Pastor.

3. Communications and bulletins

- Draft, edit, and contribute to weekly bulletins, newsletters, and other church communications. This may also include updates for the church website.

4. Event coordination

- Assist in the planning and coordination of parish events, meetings, and services. This includes managing bookings for church facilities and planning for special events like weddings and funerals.

5. Office Management

- Ensure the office is organized by managing office supplies, maintaining filing systems, and performing other clerical tasks.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES

- Commitment to the mission and values of the Catholic church is required.
- Professional demeanor and the ability to work effectively with staff, clergy, and parishioners.
- **Technical Proficiency:** Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook) and Google, and the ability to quickly learn new software or parish management systems.
- **Organizational Skills:** Excellent organizational, time-management, and problem-solving skills, with the ability to manage multiple priorities and deadlines with minimal supervision.
- **Communication:** Strong written and verbal communication skills, including good grammar and the ability to interact effectively and with a welcoming, pastoral attitude with a diverse community of people. The ability to use discretion and confidentiality, especially when handling sensitive information, is required.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Catholic Parish office experience is preferred
- Corporate office experience is a plus
- Bachelor's Degree in related field is preferred (Business, Communications, Management, HR, etc.)
- Experience: A minimum of 5 years of office experience in a similar administrative or executive support role is required.

VI. WORKING ENVIRONMENT

- Position is 40 hours a week, generally days, but sometimes including evenings, and Saturdays, based on the needs of the parish.
- Machinery operation: folding machine, postage machine, printers, scanners, and copiers

In summary, the parish executive secretary provides high-level administrative support to the pastor and staff, manages daily office operations, and acts as the primary point of contact for parishioners and visitors. The role requires excellent organizational skills, discretion, and a commitment to the mission of the church.

Employees of St. Ignatius will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Ignatius. 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.

Please direct inquiries to Mary Dadosky at 513-661-6565 x2721 or mdadosky@sainti.org