

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION
OPERATIONS ADMINISTRATIVE ASSISTANT

I. IDENTIFYING INFORMATION

DEPARTMENT: Operations
POSITION: Operations Administrative Assistant
CATEGORY: Part Time Less than 30 hours/week
SUPERVISOR: Managing Director, Operations

II. JOB DESCRIPTION:

The Operations Administrative Assistant supports the OLL operations team. This job requires a strong attention to detail for tasks like data entry, multitasking, and ability to shift priorities according to the needs of the operations team as additional work comes in. Job also requires strong organization and communication skills.

III. POSITION CONTENT

IV. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- **Data entry tasks:**
 - Entering / updating parishioner names, addresses, emails, phone numbers, etc.
 - Posting and verifying sacramental data
 - Posting and reconciling financial donations
 - Standardizing the format of existing parishioner data as directed.
- **OLL Online Calendar tasks:**
 - Assisting with calendar and scheduling updates.
 - Maintaining records of liability insurance.
 - Maintaining facility use agreements.
- **Administrative tasks:**
 - Work collaboratively with all church staff, volunteers, and others.
 - Perform other duties as directed by the Database Manager and/or Managing Director, Operations.

V. POSITION SPECIFICATIONS/REQUIREMENTS

- Excellent written and verbal communication skills.
- Impeccable attention to detail.
- Proficient in Microsoft Suite programs.
- Must be able to work independently.
- Must be able to manage time effectively, prioritize tasks, set goals, and develop systems for achieving those goals.
- Must be able to utilize good organizational skills.
- Can juggle multiple responsibilities simultaneously, stay focused on deadlines, and handle complex projects efficiently.

VI. WORKING ENVIRONMENT

Employees of our Family of_Catholic Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization and adhere to the policies of our Family of_Catholic 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.

VIII. 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