

# **JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT: CENTRAL OFFICE**

## **I. IDENTIFYING INFORMATION**

**Position Title:** Administrative Assistant  
**Status:** Part time/Full Time  
**Reports to:** Director of Communications

## **II. PRIMARY FUNCTION OF THIS POSITION**

The Administrative Assistant provides administrative, secretarial, and clerical support for parish office operations as a member of the Crescent Parishes Administrative Assistant Team (“Admin Team”). This role helps ensure efficient daily operations, welcoming hospitality, and accurate parish recordkeeping.

## **III. POSITION RESPONSIBILITIES**

### **A. Major Responsibilities and Regular Duties**

#### **1. Reception and Front Office Support**

- Serves as the first point of contact for the parish office
- Greets and assists visitors in a welcoming and professional manner
- Answers and routes telephone calls; records and relays messages accurately
- Responds to routine inquiries regarding parish policies, procedures, and services

#### **2. Administrative and Clerical Support**

- Provides secretarial support to the pastor, Director of Communications, and other staff as assigned
- Prepares correspondence, reports, and general office documents
- Handles incoming and outgoing mail, including bulk mailings
- Maintains organized filing systems (electronic and paper)
- Monitors, orders, and maintains office supplies

#### **3. Parish Recordkeeping and Data Management**

- Maintains accurate parish records, including baptisms, marriages, funerals, new parishioner registrations, and financial contributions
- Performs data entry and updates parish databases in a timely and accurate manner
- Ensures confidentiality and integrity of all parish records

#### **4. Designated Administrative Responsibilities**

As part of the Crescent Parishes Administrative Assistant Team, this position may be assigned specific areas of responsibility, including:

- Managing the parish master calendar, ensuring accuracy and coordination across ministries, facilities, and events

- Preparing and coordinating staff meeting agendas and staff reports in collaboration with parish leadership

5. **Additional Duties**

- Performs additional duties as assigned to support parish operations and pastoral needs

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. Skills, Knowledge, and Abilities**

- Proficiency in personal computer use and office software (word processing, spreadsheets, email, and database systems)
- Strong keyboarding and data entry skills with attention to accuracy
- Excellent written and verbal communication skills
- Ability to learn parish systems and procedures quickly
- Strong interpersonal skills with the ability to interact respectfully with a wide range of individuals
- Ability to maintain strict confidentiality in all matters
- Ability to work both independently and as part of a team

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Previous office, administrative, or clerical experience required
- Experience with office software and database systems is strongly preferred

**V. WORKING ENVIRONMENT**

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date