



## JOB DESCRIPTION – FT RECEPTIONIST AND ADMINISTRATIVE ASSISTANT FOR EVANGELIZATION DEPARTMENT

### I. IDENTIFYING INFORMATION

Position Title: Receptionist and Administrative Assistant to Evangelization Department  
Status: Full-time; non-Exempt, 12 month  
Reports to: Director of Stewardship & Evangelization

### II. PRIMARY FUNCTION OF THIS POSITION

The Receptionist and Administrative Assistant serves the Family of Parishes by managing the front desk, presenting a positive, friendly, organized and compassionate first impression of the parish and provides administrative support for the Department of Evangelization in the Family of Parishes.

### III. POSITION DUTIES

- Greet and welcome guests at the front desk as soon as they arrive at the office.
- Direct and announce visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls.
- Maintains phone recordings for main line and auto-attendant. Liaison to phone system company as necessary.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Provides administrative and secretarial assistance; professionally, timely and accurately answer phone calls, emails and written correspondence.
- Attend scheduled meetings and take minutes.
- Accurately manage databases, contact lists and files.
- Maintain office supplies, ministry supplies, etc.
- Provide basic and accurate information in-person, over the phone and via email.
- Receive, sort and distribute daily mail and deliveries. Maintain postage machine and larger mailings.
- Maintain office security by following safety procedures set by the Director of Facilities and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Receptionist also performs various administrative tasks.
- Perform other duties as assigned by Director of Stewardship and Evangelization.

#### **IV. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)**

- Must have excellent interpersonal communication skills
- Must have good organizational skills
- Must have the ability to present oneself professionally
- Knowledge of how the parish operates
- Proficiency with Microsoft Office, database software and website applications
- Ability to multi-task with various competing demands and numerous interruptions
- Proven ability to handle confidential information with discretion
- Excellent organizational skills
- Demonstrated professional maturity
- Must have the ability to prioritize and to be flexible
- Must be willing to think outside the box and try new things
- Must be reliable and able to work independently
- Must be able to maintain confidentiality
- Must be able to manage reception area

#### **V. EDUCATION, TRAINING AND/OR EXPERIENCE**

Two to five (2-5) years of administrative experience required; Working knowledge of Church teachings, the liturgical year, and the willingness to continue learning.

Knowledge of Microsoft Excel, Microsoft Word required. Experience in a CHMs software and parish/school office setting experience, preferred.

#### **VI. WORKING ENVIRONMENT**

This position is generally a Monday through Friday workday office position.

Employees of The Family of the Most Holy Eucharist will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Family of the Most Holy Eucharist. 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.

#### **VII. ACKNOWLEDGEMENT**

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

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**Employee Signature**

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**Date**