

# Church of the Resurrection

## JOB DESCRIPTION



**Job Title:** Administrative Assistant  
**Status:** Part-time [Hourly]  
**Reports to:** Parish Life Director

### Job Description

All Office Personnel should assist in building a Christian environment that respects, empathizes and honors one another, parishioners and all to whom they minister. As the Faith Community's first contact with parishioners and visitors, Office Personnel should always be welcoming and hospitable, giving witness to the love God extends to all people. Under the direction of the Pastor, or Parish Administrator, is responsible for performing a variety of secretarial and receptionist duties in support of Pastoral Leadership.

### Essential Job Responsibilities

- 1) Support the Faith Community's Mission and Vision.
- 2) Cordially greet and receive parishioners, guests and vendors and any other persons seeking assistance or searching for a spiritual home.
- 3) Record clear and accurate messages.
- 4) Receive and place telephone conversations and schedule appointments.
- 5) Keep apprised of pastoral decisions to handle routine questions about parish practices and policies; all inquiries will be forwarded to the Pastoral Administrator.
- 6) Answer the main phone line and forward calls to the appropriate party.
- 7) Administer Safe Parish compliance.
- 8) Process prayer requests.
- 9) Process mass intentions.
- 10) Distributes mail and other related materials; Prepare regular mail and bulk mailings.
- 11) Maintain filing system: Vendors, Ministries, New Parishioners, and Sacramental Records.
- 12) Monitor and order office supplies for all Parish Staff.
- 13) Coordinate Parish Calendar.
- 14) Maintain Church Office Data Systems; and enter donation records into Parish Data Systems.
- 15) Perform other duties as assigned.

### Skills, Knowledge, and Abilities

- 1) Must possess excellent written and verbal communication skills.
- 2) Must present self in a confident, friendly, and professional manner.
- 3) Maintain confidentiality in all matters.
- 4) Must be proficient in Microsoft Office.
- 5) Must be proficient with Google Drive, Google Docs, etc.
- 6) Must dress appropriately in business casual to business professional.

**Education and Experience**

- 1) High School Diploma or equivalent.
- 2) Have experience or formal education as an Administrative Assistant, with at least 2 years' experience as an Administrative Assistant in a medium-to-large parish or equivalent experience.
- 3) At least 3 years' of experience in general office procedures and working in a business environment.

**Working Environment**

- 1) This position reports to the Parish Administrator.
- 2) This is an hourly position at 28 hours per week.
- 3) Must dress appropriately in business casual to business professional.
- 4) Attend weekend Mass and other Liturgical Celebrations on a regular basis.
- 5) Normal daytime work schedule at 28 hours per week; on occasion overtime hours
- 6) Enter time daily into the Paylocity app and make sure all entries are made by the end of the pay period.

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