

OUR LADY OF DIVINE PROVIDENCE FAMILY OF PARISHES

OFFICE ASSISTANT

Part-time | Non-exempt | Cincinnati, Ohio

Position Summary

Our Lady of Divine Providence Family of Parishes is seeking a welcoming, organized, and detail-oriented Office Assistant to support the Family Administration Office. The position provides administrative, scheduling, records, compliance, donor, and reception support while helping deliver responsive and pastoral service to parishioners, clergy, staff, volunteers, schools, and community members.

Key Responsibilities

- Respond to facility rental inquiries and maintain space reservations, setup details, approvals, and follow-up information.
- Monitor SafeParish requirements and assist with reminders, records, and compliance follow-up.
- Prepare donor acknowledgement letters, memorial gift correspondence, and related communications.
- Maintain accurate donor and parishioner information in eCatholic, including household and profile updates.
- Support sacramental record entry, document security, confidentiality, and records retention practices.
- Provide reception coverage and general office support, including calls, visitors, filing, scanning, mailing, and staff projects.

Qualifications

- High school diploma or equivalent required; additional administrative, business, or ministry-related training preferred.
- Prior office, clerical, parish, school, scheduling, records, database, or administrative experience preferred.
- Strong written and verbal communication, organization, keyboarding, data-entry, and follow-through skills.
- Proficiency with office software and ability to learn eCatholic, SafeParish, scheduling systems, and other parish platforms.
- Ability to manage multiple priorities, work independently and collaboratively, and maintain strict confidentiality.
- Knowledge of the Catholic faith and willingness to support the mission, values, and Catholic identity of the parish family.

Working Environment

The position is primarily office-based and may require occasional travel among OLODP parish campuses for records work, scheduling, meetings, or administrative support.

HOW TO APPLY

Please submit a resume and brief cover letter to:

Marc Webb, Director of Administration

Email: mwebb@olodp.org | Phone: 513-728-4331

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A complete job description is available from the parish upon request.