



Jesuit Parish Family

Administrative Assistant

Job Description

The Administrative Assistant performs a variety of tasks to support the Business Director and the Systems Director, along with other parish staff.

Essential Job Responsibilities

- Performs a full range of secretarial/administrative duties, including but not limited to reception desk duties, scheduling, typing, data entry, and filing
- Answer the main phone and handle the Slack voicemail channel - BC
- Process accounts payable and enter charge card receipts (both)
- Enter deposits into the accounting system (Both)
- Generate letters of gratitude out of Ministry Platform - BC
- Administer Safe Parish compliance (Both)
- Serve as a backup for the Office Manager at STX
- Order common office supplies as needed at BC
- Enter parishioner registration, sacramental information, and other data into MP and process data cleanup as necessary (automated emails from MP) - BC
- Process prayer requests at BC
- Process mass intentions at BC
- Process parking permit requests at BC
- Maintain the envelope system (OSV) for those requesting envelopes at BC
- Maintain envelope number between MP and both (BC and STX) WeShare accounts
- Call in orders to XU's Physical Plant for any repairs or maintenance at BC
- Perform other duties as assigned

Skills, Knowledge, and Abilities

- Must possess excellent written and verbal communication skills
- Must present self in a confident, friendly, professional manner
- Must be able to maintain confidentiality in a spiritual and professional manner
- Must be able to adapt to difficult or challenging situations
- Must be able to organize, perform, and supervise clerical work
- Must be proficient in Microsoft Office
- Must be proficient with Google Drive, Google Docs, etc.

Education, Training, or Experience

- High school diploma or equivalent
- Additional training/skills in secretarial and administrative tasks
- 3-5 years of experience in general office procedures and working in a business environment

Working Environment

- This position reports to the Business Director
- This is an hourly position at 40 hours per week
- The Administrative Assistant will work at a desk in each Parish Office

Employees of Bellarmine Chapel and St. Xavier Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of Bellarmine Chapel and St. Xavier 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.