



## **JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT FOR FACILITIES DEPARTMENT**

### **I. IDENTIFYING INFORMATION**

Position Title: Administrative Assistant to Facilities Department

Status: Full-time; non-Exempt, 12 month

Reports to: Director of Facilities

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

The Administrative Assistant to Facilities Department provides administrative support for the department in the Family of Parishes.

### **III. POSITION CONTENT**

#### **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Assist Director with Coordination of Facilities Access
  - Learn and remain proficient at Coordinating Access Software
  - Communicate with Facilities what rooms need booked and prepared
  - HVAC Program Keep updated the rooms needing heat or a/c. Communicate to Facilities Director and Site Leads in a timely fashion.
  - Electronic Door Programs Schedule electronic doors schedule for all buildings on all campuses.
  - Track and coordinate keys at all 5 campuses. As instructed by the Director of Facilities, sign out keys for volunteer temporary use.
  
2. Coordinates Facilities Booking at all parish campuses
  - Coordinate available room(s)
  - Keep daily, weekly, monthly, yearly schedule in a binder.
  - Transfer info into Facility Manager for reports

- Print weekly report for maintenance department.
  - Keep track of insurance, donations, and security deposits. Give monies to bookkeeper.
  - Keep list of who picks up door keys and when they are returned.
  - Give bookkeeper a copy of undercroft registration sheet for information on how much money to return to renter
  - Assists as facilities liaison to event committee as necessary.
3.     **Ordering Supplies**
- Monitor Supplies Inventory
    - Includes office supplies and any other facilities supplies assigned by Director
  - Order new supplies as needed or directed
  - Track supply orders to delivery
  - Receive deliveries and route to appropriate destination
4.     **Administrative Support**
- Answer Phones and check for voice mails.
  - Separate mail and distribute to others in Facilities.
  - Check e-mail, distribute to others if necessary.
  - Assist in filing including invoices
  - Answer Doors Greet visitors, sign for deliveries as needed
  - Run reports as scheduled or requested

#### **IV.    POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A.     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

**B. 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 Gabriel software, Microsoft Excel, Microsoft Word required. Experience in a parish/school office setting preferred.

**VI. WORKING ENVIRONMENT**

This position is generally a Monday- Friday workday office position. It may require evenings and/or weekend work, on occasion.

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.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**