

JOB DESCRIPTION - Discipleship Formation Administrative Assistant
Our Lady of Light Family OF Parishes
Incarnation and St. Francis of Assisi Campuses
Centerville, OH

I. IDENTIFYING INFORMATION

Position Title: Discipleship Formation Administrative Assistant
Status: Part-time (25 Hours/Week), Non-Exempt
Reports to: Director of Family Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

The Administrative Assistant supports all the discipleship formation programs of the parish, and the main parish office as needed. This position requires secretarial, communication, computer, database management, public speaking and personal interaction skills. The position also requires the ability to work both unsupervised and with various groups.

III. POSITION CONTENT

A. DISCIPLESHIP FORMATION ADMINISTRATIVE ASSISTANT

- Provide administrative, secretarial and program support for the religious education, sacramental preparation, and faith formation programs; and the Discipleship Formation Staff.
- Assist with teacher/parent meetings, programs, classes, and retreats.
- Assist the Discipleship Formation staff with projects as needed
- Maintain Discipleship Formation information, via the Parish Database System, including the processing and database management of parishioner and student information, teacher information, tuition/retreat payments, reporting, schedules, etc.
- Answer all Discipleship Formation phone calls in a courteous and friendly manner.
- Direct all visitors and phone calls to the appropriate staff person or ministry leader.
- Provide clerical support such as filing, copying, mailing, typing, general correspondence, reproduction, and general communications, including as hoc projects for programs.
- Manage work assignments for volunteers.
- Oversees administration of the Homeschool Testing
- Attends Religious education staff meetings and is present at Discipleship Formation classes and retreats and events for all ages as needed.

B. PARISH ADMINISTRATOR

- Provide secretarial services for the Pastor or Directors as assigned.
- Support the front office of the parish as needed.
- Attend parish staff meetings and team-building programs
- Attend and participate in training and database users groups as applicable. e Assist with SafeParish and training administration

IV. QUALIFICATIONS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have a positive attitude, work well with others, be flexible and welcoming • Must have good secretarial skills, including typing, filing, computer usage, etc.
- Must have good word processing/computer skills, including Microsoft and Google products • Must be organized with project management skills
- Must have excellent interpersonal communication skills, as well as verbal and writing skills • Must have leadership skills and public speaking skills
- Must have basic knowledge of how the parish and parish office functions
- Must have skill to operate phone system, including voice mail
- Must have ability to maintain confidentiality in all matters • Must be able to lift 40 pounds for occasional projects

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Experience working with the public.
- General clerical and office experience
- Database management experience
- Knowledge of the Catholic Faith
- Experience working in and leading faith-based programs.

V. WORKING ENVIRONMENT

This position will include some evening and/or weekend hours. Regular weekly hours will be required to support the parish office. Discipleship Formation weekly work hours will vary and will be coordinated with the Discipleship Formation staff. Employees of Our Lady of Light Family of Parishes will have respect for and knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the parish and archdiocese. 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.

Please send your letter of interest along with your resume to Debbie.field@incarnation-parish.com