

## **ADMINISTRATIVE ASSISTANT Job Description**

**For the**

**Catholic Communities of S-11 which include:**

**All Saints**

**and**

**St. Vincent Ferrer**

**8939 Montgomery Road**

**7754 Montgomery Road**

**Cincinnati, OH 45236**

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### **I. IDENTIFYING INFORMATION**

**Position Title:** PARISH FAMILY ADMINISTRATIVE ASSISTANT  
**Status:** Part time, Non-exempt, 12 months  
**Reports to:** Director of Operations, Business Manager, Pastor

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

The Administrative Assistant provides clerical support for the parish office operations, specifically in the areas of SafeParish, FACTS Tuition Management, and the EdChoice Scholarship Program.

### **III. POSITION CONTENT**

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

1. Safe Environment Coordinator for the Parish Family
  - Monitors staff and volunteer adherence to the Archdiocesan Child Protection Decree
  - Prepare and distribute monthly report to show any persons out of compliance
  - Assist users with login support and monitor FastTrack tokens
  - Provide advance notice to individuals, especially key personnel (teachers), requiring updated physical fingerprints.
  - Confirm program and volunteer requirements as needed
  - Attend Archdiocesan training and information sessions as requested
2. Financial Recordkeeping of School Tuition (FACTS Tuition Management System)
  - Record and track pre-registration payments for each school
  - Generate and mail tuition invoices for each school
  - Monitor and track outstanding tuition payments
  - Coordinate FACTS payment information for parents financing tuition
  - Communicate with families as necessary making payment schedule changes
3. Ed Choice Program Nominator for All Saints and St. Vincent Ferrer Schools
  - Enter all information required by the state and communicate with families for new and renewal scholarships
  - Ensure the proper completion and submission of forms by families
  - Organize and maintain all records necessary for the Ed Choice Scholarship Program
  - Communicate with principals necessary Ed Choice and tuition information
4. Office Administrative Assistance
  - Provide back-up support to office duties as needed
  - Welcome and greet people who come into the parish office
  - Answers phones, takes messages and /or refers callers to the appropriate person

- Handles general correspondence, clerical support and routine questions about policies as needed
- Schedules memorial Masses for individuals as requested
- Registers new parishioners as needed
- Coordinate parish meeting room and church scheduling, monitor keys to parish buildings as needed

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

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

- Must have strong organization and computer skills
- Must have be proficient with MS Office suite (Word, Excel) and other software as needed
- Must have strong verbal and written communication skills
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons
- Knowledge of the Catholic faith

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

Previous training on/or applicable experience using computer hardware and software required. Experience using EdChoice, SafeParish, and FACTS systems preferred.

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

NA

**VI. WORKING ENVIRONMENT**

The parish administrative assistant works the normal work week of parish office hours on a pre-determined part-time basis.

Employees of All Saints /St. Vincent Ferrer Parish Family will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of All Saints Catholic 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.

**VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date