



SAINT GREGORY^{the} GREAT

JOB DESCRIPTION

St. John Fisher Church

St. Gregory the Great Family of Parishes

Position Title: Parish Secretary/Receptionist

Status: Part-time, Non-exempt, 12 months

Reports to: Business Manager

PRIMARY FUNCTION

The secretary/receptionist provides secretarial and clerical support for the parish office operations.

PRIMARY POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides receptionist services for the parish office
 - Records clear and accurate messages, answers routine questions
 - Greets and assists parish visitors in a professional and friendly manner
2. Provides secretarial and clerical services to the pastor, parochial vicar, business manager and pastoral associate
 - Performs word processing and correspondence
 - Distributes mail and other related material
 - Prepares and sends mailings at various times throughout the year
 - Maintains filing system
 - Maintains and oversees inventory of office and liturgical supplies
 - Answers phone calls, monitors email/voicemail and responds in a timely manner
3. Provides bookkeeping/recordkeeping services for the parish
 - Maintains accurate records for the parish office (e.g. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, Mass intentions, etc.)
 - Performs appropriate data entry functions
 - Assists with preparation of other bookkeeping procedures
4. Coordinates and schedules volunteers for parish office and liturgical events
5. Prepares and oversees distribution of weekly Sunday bulletin (which includes compiling requests for bulletin blurbs) and occasional parish newsletter, and other digital or printed communications as needed
6. Assists Pastoral Associate in preparing for faith formation programs

POSITION SPECIFICATIONS/REQUIREMENTS

1. Skills, knowledge and/or abilities

- Must have working knowledge of and skill in using personal computers and office software programs, specifically Microsoft Office products (including Publisher), although additional training will be provided
- Must be adept in creatively laying out copy for bulletin and newsletter
- Knowledge of PDS software program is preferred but not required
- Must have proficient keyboarding skills
- Must have ability to effectively and professionally communicate verbally and in writing
- Must have basic knowledge of how a parish operates and be able to grasp quickly how the parish office functions
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons
- Must understand legal, ethical and moral standards and apply them to fulfillment of job duties
- Must be willing to collaborate with members of both the St. John Fisher and St. Gregory the Great Family of Parishes community

2. Additional requirements

- Must have a high school diploma or equivalent
- Must pass a background, criminal, and reference check and be fingerprinted
- Must be SafeParish trained and remain current on quarterly bulletins
- Must be able to pass a drug test
- Working Environment
 - This full year, part-time position is 28 hours per week. Additional hours may be required during the two-week summer religious education program.
 - Employees of St. John Fisher Church and the St. Gregory the Great Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. John Fisher 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. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

To apply for this position, please email your resume with cover letter and three references to jobposting@sjfchurch.org by Monday, April 1st, 2024.