

Parish Administrative & Communications Secretary

The Uptown Catholic Family is seeking a full-time Parish Administrative and Communications Secretary, who will support the mission of the parishes and Catholic Bearcat Newman Center in a vibrant, diverse, and active parishes in the uptown area of Cincinnati located next to the University of Cincinnati campus.

The candidate must also be able to fully support and foster our parish mission: *Helping everyone encounter Christ and His Church*. This is the first person the public encounters when contacting our parish either by phone, email, or in person, **so the candidate should exhibit enthusiasm, joyful hospitality and professional behavior, patience, stability, and sound judgment**. The candidate must possess the ability to collaborate effectively with the parish priests and lay staff at the parish office, and yet also organize work independently and multi-task with frequent interruptions. To be successful in this role, the ideal candidate should have excellent organizational and administrative skills, be able to communicate effectively orally and in writing, and stay updated with current technology. **The ability to maintain careful confidentiality is essential.**

The candidate should possess an understanding of the Catholic Church and its practices and have a strong commitment to the Catholic faith. Responsibilities of the position include, but are not limited to:

ADMINISTRATIVE

- Manage the day-to-day operations of the office, including answering phone calls, distributing mail, responding to emails, greeting visitors, registering new members, and coordinating the rentals of facilities for special events.
- Manage/maintain the facility and priests' calendars (paper/electronic), which includes updating an internal Google Calendar, keeping an accurate schedule of events for the facility, and managing schedule conflicts.
- Maintain and administer sacramental requests and any certifications and record keeping.
- Provide administrative support, including (but not limited to): drafting documents, typing correspondence, maintaining files, and scheduling meetings and appointments.
- Receive, schedule, record, and track all Mass Intentions and accurately account for stipends, which requires regular communication with the parish bookkeeper, and sending Mass cards and notices upon request.
- Facilitate requests for pastoral care of the sick, including contacting priests for emergency anointings (during business hours), updating the monthly status of sick or shut-in parishioners, and monitoring requests for home communion visits.

- Assist funeral directors and families with funeral arrangements, which includes coordinating with the celebrant, funeral servers, security, musicians, and bereavement luncheon volunteers.
- Coordinate parish activities and volunteers and maintain a list of current ministries and ministry heads.
- Maintain Safe Environment protocols for the parish, which includes maintaining ministry lists and a volunteer database, and ensuring that volunteers are compliant with diocesan and parish Safe Environment protocols.
- Monitor any security cameras, doors, and entry into the building, as well as building visitors and safety protocols.
- Research and prepare time-sensitive reports (both diocesan and parish), which includes updating Kennedy's Catholic Directory annually.
- Assist the Bookkeeper in entering funds into our Parish Accounting Software
- Upload changes to the yearly envelope mailing and assist the development office in any other mailings throughout the year.
- Prepare packages and coordinate pick-up and delivery of express mail services (FedEx, UPS, etc.).
- Order supplies for the office, any requests of the clergy, and coordinate check requests to the bookkeeper of the church.

COMMUNICATION

- Create, edit, and submit the weekly bulletin in a timely manner.
- Draft and send weekly email newsletter, and when necessary manage list of recipients.
- Create & Draft flyers and promotional graphics for special parish events.
- Provide updates to the parish website (i.e., events, handbooks, guidelines).
- Provide updates to the parish social media accounts (i.e., Facebook, YouTube, Instagram).
- Update weekend signage and any signage for cancellation or use of facilities (i.e., second collections, events, The Appeal).
- Update internal phone lists and directory menu for general and office prompts.
- Assist the Priests in Coordinating announcements and petitions for the Liturgies

Minimum Requirements

- Proficiency in secretarial methods.
- Proficiency in basic office computer and software applications (Microsoft Office 365, including: Word, Excel, and Outlook; Google, including: Calendar, Docs, and Sheets; familiarity with Microsoft Publisher, Canva Pro or alternative online design software)
- Proficiency in writing skills (grammar, punctuation, and composition) and basic graphic design and layout.

- Must understand the legal responsibility and liability impact of processes.
- Must be able to sit for extended periods of time at a desk, operate general office equipment, lift 25 lbs., and have mobility to access facilities for posting materials and distributing materials.
- Must pass a background check and attend a SafeParish seminar and compliance on monthly online training.

Hours and Compensation

- This is a full-time position (30+hours), non-exempt, benefits offered.
- The hours would be Monday through Friday during the day, most likely 9am - 4pm, with a 30-45 minute lunch break provided.
- Salary is commensurate with experience and skills.

Please send your resume and at least one reference to Fr. David Doseck via email:

fr.david@uptowncatholic.org

For more information please contact Fr. David at (513) 381-6400 – Ext. 110