

St. Joseph, St. Raphael, St. Charles

Business Office of the St. Rose Family of Parishes

Full Time Office Manager

Starting at \$15.00 per hour. Benefits include 15 paid holidays, 2 weeks vacation after the first year, 401(k), health, dental, vision insurance at minimal cost. Sick pay. Personal days (which come out of sick hours earned). Office hours are 8am to 4pm Monday through Friday.

Performs a variety of tasks related to secretarial and administrative duties of the Parish Office; is responsible for the overall efficient operation of the office.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

Schedules and supervises clerical work assignments and may arrange for temporary voluntary personnel for seasonal church decoration.

Must organize, schedule, and maintain the ministry schedule for Lectors and Eucharistic Ministers at each Mass using Ministry Scheduler

Responsible for the development, editing, and publishing of the parish bulletin on a weekly basis using Microsoft Publisher

Manages and enters information into the Sacramental records.

Assists with updates to the website and other social media including Streamspot for recording of Masses.

Must be able to handle confidential matters and handle strict confidentiality including entering donations into our web based database

Must screen and directly handle telephone calls

May review and process forms and reports including printing funeral programs, baptismal certificates, and uploading the envelope report to the envelope company

Coordinates the creation and distribution of office publications including special Mass programs.

Performs other duties as appropriate to position and as directed

SKILLS, KNOWLEDGES AND/OR ABILITIES

Must have good written and verbal communication skills.

Must be flexible and present self in a professional manner.

Knowledge of Microsoft Office including Publisher, Word, and Excel a MUST
Must be able to organize and supervise clerical work.

Questions can be directed to Brianna Beedy, Business Manager, at 937-323-7523.