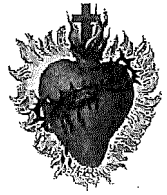




# OLD ST. MARY'S & SACRED HEART CHURCHES

CINCINNATI, OHIO



## PERSONNEL POLICY GUIDELINES FOR PARISHES JOB DESCRIPTION

### I. IDENTIFYING INFORMATION

Position Title: ADMINISTRATIVE ASSISTANT  
Status: Part-time / Full time, approx 30 hours a week  
Reports to: Pastor/ Office Manager

### II. PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks related to secretarial and administrative duties of the Parish Office; the Secretary provides secretarial and clerical support for the parish office operations.

### III. POSITION CONTENT

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

- must be able to handle confidential matters and handle strict confidentiality
- maintains records for the parish office (e.g. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, etc.)
- assists in the scheduling of sacraments (e.g. baptisms, weddings, etc)
- manage parish projects/events
- backup to the parish office manager
- coordinates creation and distribution of office publications, including the parish bulletin and weekly Mass announcements
- assists with basic webpage management
- responsible for the overall calendaring for the parishes, and the use of the parish spaces
- assists the pastor in the management of the celebrant schedule and his personal calendar
- assists with the weekly collection count
- performs all normal secretarial functions, including typing, word processing, data entry, and filing
- distributes mail and other related material
- prepares regular and bulk mailings
- monitors office supplies
- screens and directly handles telephone calls; records clear and accurate messages
- handles routine questions about policies
- greets and meet visitors
- performs other duties as appropriate to position and as directed

### IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- must have good written and verbal communication skills
- must be :flexible and present self in a professional manner

- must be able to handle a wide range of different people in various circumstances, some of which may be stressful, in a professional way
- must have good computer skills, or the ability to learn quickly, including but not limited to the use of email, network configuration, programs used by the Archdiocese for bookkeeping and benefits, the Microsoft Suite, Google Apps, and the Adobe Suite (e.g. InDesign & Dreamweaver)
- Employees of Old St. Mary's and Sacred Heart Catholic Churches will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the parishes. 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.
- must be able to pass a background check and complete the Archdiocesan requirements for a safe environment

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

- High school diploma or equivalent
- Additional training in administrative matters
- 3-5 years experience in general office and business procedures

**V. WORKING ENVIRONMENT**

- Normal parish office environment

Submit resumes to Fr. Jon-Paul Bevak - Email: [jpbevak@cincinnati.ohio.catholic.org](mailto:jpbevak@cincinnati.ohio.catholic.org).