

SACRED HEART CHURCH

POSITION DESCRIPTION POSITION TITLE: Administrative Assistant

EFFECTIVE DATE: 6/25/24

DEPARTMENT: Sacred Heart Church Parish Office

POSITION SUMMARY:

Assists the Pastor and manages the daily operation of the office utilizing effective organizational, technological, and interpersonal skills.

CREDENTIALS & EXPERIENCE: Requires a high school diploma and a minimum 5 years' experience in office work. Must be a practicing faithful Catholic. Experience in a parish office or similar setting is helpful.

DUTIES & RESPONSIBILITIES:

1. Provide administrative support for the Pastor; including but not limited to: sacramental registers and records, overseeing and managing all correspondence and confidential canonically required records for all annulments and proceedings, generates sacramental certificates, manages confidential personal data files, baptism/wedding/funeral dates, data, and forms; organization and filing etc.
2. Facilitates communication from internal and external stakeholders, responding to emails, phone calls, and USPS mail from pastors, other clergy, parish leaders, and the faithful, as well as other offices within the Pastoral Center.
3. Coordinate church communications (mostly written by others), including a quarterly newsletter, emails, website, and other written communications.
4. Works to maintain a database.
5. Maintains the Google calendar for the facility.
6. Manages Mass calendar
7. Collaborates with and supports other staff within Sacred Heart Parish as needed.

MINIMUM REQUIREMENT/SKILLS:

- Knowledge of general office procedures and methods, including telephone communications, e-mail, office systems and record keeping.
- Knowledge of business communication, including style and format of letters, memoranda, minutes and reports.
- Proficient computer skills, including Microsoft Office.
- Operates office equipment: personal computer, printer, photocopier, facsimile, scanner and calculator.
- Ability to receive direction, establish priorities, work independently and proceed with objectives without supervision.
- Ability to communicate effectively with clergy, lay pastoral ministers, and the public.

- Understanding and knowledge of Catholic worship required
- Skill to keyboard 40 words per minute with accuracy.
- Experience in event planning a plus.
- Requires occasional evening work and some overtime.

SUPERVISION RECEIVED: Works under the direction of the Pastor.

TERMS OF EMPLOYMENT: Hourly, 8 hours per day, 40 hours per week

ORGANIZATIONAL RESPONSIBILITY: Employees of Sacred Heart Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Sacred Heart 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.

Please send resumes to Kathy Middendorf, kmm@sacredheart-fairfield.org by July 15th.