

JOB DESCRIPTION – PARISH ADMINISTRATIVE ASSISTANT

I. IDENTIFYING INFORMATION

Position Title: Administrative Assistant
Status: Full time (32 hours), Non-exempt, 12 months
Reports to: Business Administrator

II. PRIMARY FUNCTION OF THIS POSITION

The Administrative Assistant provides organizational and administrative support for Parish operations.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Parish Communications
 - Create and edit the weekly bulletin.
 - Maintain the parish website including, but not limited to, announcements, parish calendar, forms, photos, etc.
 - Manage the parish Mailerlite account.
 - Send correspondence to parishioners for special events (annual wedding anniversary invitations, graduate congratulation cards/letters and All Souls Mass invitations, etc.)
 - Utilize social media to inform parishioners and neighbors on things happening within Little Flower and the Family of Parishes.
2. Facility Scheduler
 - Oversee annual calendar creation.
 - Correspond with parish groups about facility usage.
 - Coordinate with necessary staff about upcoming events and potential reservation needs.
 - Accurately handle reservation fees per rental policy.
 - Assist the parish committees and commissions regarding any events taking place on campus.
3. General Office Assistance
 - Schedule Mass intentions
 - Oversee the annual raffles, including soliciting donations for the basket raffle.
 - Coordinate with bereavement for all funerals.
 - Maintain sacramental records.
 - Edit the annual GuideBook.
 - Update the Catholic Directory annually.
 - Order supplies for the campus as requested from different departments.

- Answer phones and record accurate messages as needed.
- Greet guests as they visit the office.
- Backup other parish and parish family staff as needed.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Preferred bilingual
- Must be a practicing Catholic with solid knowledge of the Catholic Church.
- Must have knowledge of and skill in using personal computers and word processing (Microsoft Professional Suite including Publisher)
- Must have proficient keyboarding skills.
- Must have ability to communicate verbally and in writing.
- Must have basic knowledge of how the 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.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

High school diploma or equivalent

Previous experience working in a parish office preferred

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

NA

VI. WORKING ENVIRONMENT

This position is Monday-Thursday 8am – 5pm.

VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description. I understand that this job description is subject to change at any time with prior notice.

Employee Signature

Date

Supervisor Signature

Date