

POSITION TITLE: Faith Formation Administrative Assistant

LOCATION: St. Mary Magdalene Parish

REPORTS TO: Director of Faith Formation

FULL TIME: Usually 9-4 with some nights and weekends

POSITION SUMMARY:

The Administrative Assistant position is designed to assist the Faith Formation Team with daily needs to run the programs smoothly. This position also includes helping parishioners and fellow staff members in their various needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(other duties may be assigned)

Office Coordination

- Oversee daily office operations to ensure a well-organized and efficient workflow.
- Process and track supply orders to support program needs.
- Manage emails and tracking for Family of Faith, Sacraments, and OCIA if needed
- Create graphics and promotional materials for social media, the bulletin, and faith formation events.
- Monitor and respond to office phone calls, voicemails, and assist callers with inquiries. Enjoys talking with families and handling calls

Sacrament & Parish Records Management

- Maintain, schedule, and update baptisms. Keep records and update the books.
- Prepare and issue certificates for sacraments, ensuring accuracy and compliance with church records.
- Organize and collect supporting documents required for sacraments and maintain updated records in parish books.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Language Skills:

Strong verbal and written communication skills; proficiency in composing reports, correspondence

and letters and in publishing e-newsletters and flyers in English, ability to read and understand church documents and guidelines.

Reasoning Ability:

Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.

Technical Skills:

Ideally, the candidate has experience using different online programs/databases or communication platforms, and would be comfortable with running or learning how to use Google Suite, Microsoft Office, PDFs, VBS site, Flocknote, Signup Genius, etc. Experience editing or manipulating documents/visuals for print and online distribution is a plus. Must have good attention to detail, especially regarding getting to know our families and ensuring contact info and documents are accurate.

Physical Demands:

While performing the duties of this job, the employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations. The employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Physical Environment:

The employee will work in a shared office. The employee will also work at off-site locations for various ministry events, like retreat centers, the Cathedral, etc.

Working Conditions:

The employee is required to be physically present in the office in order to complete office task, be available to work outside of regular business hours as required and check in with and provide calendar to the Faith Formation Director. The employee must be able to work cooperatively with other members of the staff and with youth leaders and volunteers. The employee must be able to multi-task.

Other Requirements:

The employee must have knowledge of Church structure and culture. Requires the ability to maintain confidentiality.