

Eastside Catholics

(St. Cecilia, St. Mary Hyde Park and the Oratory of St. John Vianney and St. Anthony)

Part-Time Office Assistant Job Description

Hours: Monday - Thursday, 9 AM - 3 PM

Location: St. Cecilia Parish, 3105 Madison Rd., Cincinnati, OH 45209

Job Type: Part-Time non-exempt

Job Summary:

St. Cecilia Office Assistant

Assists the Pastor and several staff members with secretarial and administrative functions for the Eastside Region parish family. This is a wonderful opportunity to share Jesus' love as you welcome people to the office, help support the ministry of the priests and other staff in our parish family, work with others on the phone, organize correct data systems for helping parishioners in their faith journey. If you love people and enjoy diversity in what you do, this could be the job for you.

Key Responsibilities:

- **Administrative Support:** Handle incoming calls, emails, and correspondence.
- **Office Organization:** Maintain files, records, and office supplies inventory.
- **Scheduling & Coordination:** Arrange meetings, appointments, and conference room bookings.
- **Reception Duties:** Greet visitors and direct them appropriately.
- **Data Entry & Documentation:** Update spreadsheets, reports, and maintain confidential records.
- **General Office Tasks:** Sorting mail, copying, scanning, and assisting with errands.

Qualifications & Skills:

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and as part of a team.
- Prior office experience is preferred but not required.

Compensation & Benefits:

- Competitive hourly wage
- Flexible work environment
- 401k
- Prorated sick, personal, and vacation