



Job Description

Position: Parish – Office Assistant

Status: _____ Full Time _____ Part Time
_____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

The parish's Office Assistant provides secretarial support to the parish and staff, answering phones, greeting visitors, maintaining parish records, and assisting with other administrative duties.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- High school graduate or equivalent
- Secretarial experience, to include typing and word processing
- Familiarity and experience with computers, software programs, and office equipment
- Ability to compose correspondence and announcements; excellent grammar and English
- Strong verbal and communication skills to interact with parish staff, visitors, and callers
- Ability to work independently, and too, organize and arrange priorities
- General knowledge of the Catholic Church, sacraments, rites, and liturgies
- Ability to schedule and produce work in a timely manner
- Initiative and self-direction
- Ability to maintain confidentiality in all matters

Primary Duties and Responsibilities:

- Receive parish office visitors; address their inquiries; direct or refer as appropriate
- Answer the telephone when a receptionist is unavailable
- Gather, review, and prepare bulletin submissions
- Prepare and print liturgical worship aids, including weekends, funerals, feast days
- Enter sacramental records in parish record books, preparing and mailing certificates

- Coordinate with other parishes for sacramental records; prepares duplicate certificates as requested
- Coordinates parishioner registration process; updates the parish database as needed
- Maintains the parish offering envelope system
- Distributes mail and other related material
- Assist with parish bulk mailings
- Maintains office supply inventory, working with supervisor to order office supplies when necessary
- Other duties as assigned by the Pastor or Supervisor

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date