

St. Joseph Parish

Job Description - Parish Administrative Assistant

IDENTIFYING INFORMATION

POSITION TITLE: Parish Administrative Assistant (Parish Secretary)

STATUS: Full Time

REPORTS TO: Business Manager

PRIMARY FUNCTION OF THIS POSITION

This is a full-time staff position for an Administrative Assistant at St. Joseph Parish who reports directly to the Business Manager.

The Administrative Assistant respects Catholic values and aids parishioners in Christian formation by exemplifying Catholic living. The Administrative Assistant is accountable to the Business Manager to provide clerical service and efficient operation of the parish office.

RESPONSIBILITIES

- **Reception and communication:**
 - Answer phones, greet visitors, handle inquiries, and act as the initial point of contact for the parish
 - Screen incoming calls and visitors for Pastor and Parish Staff
 - Lead efforts to welcome and onboard new parishioners
- **Scheduling and coordination:**
 - Partner with ministry leaders for the scheduling of events
 - Manage Mass schedule, Mass intentions, and presider schedule
 - Collaborate with Pastoral Associate and Pastor to coordinate funerals
- **Record keeping:**
 - Maintain and update parish records, including sacramental records, membership rosters, and other vital statistics.
 - Maintain records of financial stewardship, including weekly contributions, qualified charitable contributions.
 - Provide accurate quarterly and annual reporting of parishioner contributions.
 - Coordinate reporting with the Archdiocese as needed
- **Office management:**
 - Maintain an organized, clean, and efficient office environment
 - Handle mail and packages, including post office visits as needed
 - Manage office and kitchen supplies inventory
 - Assist with general office duties such as copying, filing, proofreading, and light cleaning in the office
 - Point of contact for office equipment maintenance and shredding services
 - Manage building access via keys, key fobs, and access management software

- **Safe Environment Coordinator**
 - Lead and ensure compliance for Safe Environment at the Parish and School
- **Financial**
 - Work in concert with parish and school office staff to ensure safe, secure, and timely bank deposit of all cash received
 - Assist in recording cash received from various parish and school activities
 - Assist in the Raise Right fundraising process
- **Other**
 - Provide secretarial services to the pastor, parish and school staff
 - Attend staff meetings, trainings, and retreats
 - Perform other duties as assigned by the Business Manager or Pastor
 - Liaise with Cemetery Committee, Funeral Homes, and Parishioners relating to the sale and use of Cemetery plots and recordkeeping.

KEY SKILLS AND QUALIFICATIONS

- High School diploma, 3-5 years office experience
- Customer service orientation: A welcoming, friendly, and helpful disposition is necessary for serving parishioners and the public.
- Strong communication skills: Excellent verbal and written communication is essential for interacting with a wide range of people.
- Organizational abilities: Must be highly organized with strong time management, calendaring, and prioritization skills.
- Technical proficiency: Experience with and willingness to adapt to software including word processing, spreadsheets, and database systems
- Confidentiality: The ability to handle sensitive information with discretion is crucial.
- Faith-based commitment: A passion for the church's mission and a desire to serve the community.

POSITION SPECIFIC REQUIREMENTS

- Pre-employment completion of Safe Environment Training and renewal every five years.
- Submit to a criminal background check every five years.
- Adhere to the Code of Ethical Standards and Mandatory Reporting Responsibilities.
- Ability to maintain confidentiality.
- Position requires ability to stand, walk, bend over/crouch and sit for extended periods of time; ability to use hands, speak, and hear.