

St. Mary West Haven: JOB DESCRIPTION

POSITION TITLE: Parish Administrative Assistant

SUPERVISOR: Pastor

FLSA STATUS: Non-Exempt

DATE ISSUED: February 1, 2020

Summary

Under the direction of the Pastor, this position is responsible for the overall operations of the Parish office and the person must be fluent in both English and Spanish.

Responsibilities

- Serves as a member of the Parish staff, responsive to expectations as delineated by the policy manuals and the Pastor.
- Performs Administrative and secretarial duties for the Pastor.
- Types all Parish correspondence, memoranda, maintain office files, prepare collate and send mailings, and maintain neatness and order of office.
- Establishes and maintains office record-keeping and filing systems. Maintains schedule of office hours for staff.
- Attends staff meetings and other meetings as requested by Pastor.
- Schedules Parish facilities. Develops and maintains a calendar that identifies the time, date, name of organization as well as room scheduled to use. Coordinate the use of keys for facility.
- Delegates the timely opening and secure closing of the office each day. Ensures that all machines are off, answering service is on, windows and doors are locked, and all appropriate lights and heating/cooling systems are off.
- Oversees an inventory of office supplies. Orders materials supplies or equipment as needed. Oversees the maintenance contracts for the various office machines.
- Coordinated volunteer programs. May supervise volunteers as needed for the office and other Parish projects.

Recruits, orients, trains and supports volunteers.

- Prepares and produces the weekly bulletin. Gathers and edits the content and layout of the bulletin and completes the bulletin in time for final printing.
- Updates census records on a regular basis.
- Coordinates the scheduling of weddings, funerals and other events. Contacts appropriate person involved.

Communicates with families/relatives regarding the procedures for these services.

- Develops and maintains a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist, first penance and confirmation.
- Participates in the outreach and welcoming ministry. Sends letters to new parishioners inviting them to register and welcomes them when they do.
- Other duties as assigned by Pastor.

Requirements

- Active member of a Roman Catholic Parish faith community.
- High school graduate or equivalent.
- Proficient in the use of computer software and office equipment.
- Good communication skills.
- Good customer service skills.
- Ability to represent the Parish to those who call, write or visit.
- Ability to honor and maintain confidentiality.
- Demonstrated ability to set priorities and organize work effectively and efficiently, including developing and maintaining effective record-keeping systems.
- Understanding of Catholic Church ethics, traditions, procedures and organizational structure.
- Develop knowledge of parishes and parish structure.
- Maximum efficiency as a typist. Computer knowledge with emphasis on word processing, spreadsheet and database software. Knowledge of office machines.
- Good public relations skills, excellent written and oral communication skills.
- Ability to prioritize, organize, be flexible and self-motivated. Maintain proper business appearance.
- Undergo a successful background check