

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b>	St. Mary's Parish	<b>POSITION STATUS:</b>	P/T 20 hours per week
<b>POSITION:</b>	Administrative Assistant (Bilingual)	<b>SCHEDULE:</b>	Mon-Sun as required (subject to diocesan employment regulations)
		<b>CATEGORY:</b>	Non-Exempt

**SUPERVISOR:** Director of Religious Education (DRE)

**JOB SUMMARY:** The Administrative Assistant is responsible for providing administrative support duties for all areas of the Religious Education department in accordance with diocesan guidelines and under the supervision of the DRE. In addition, as the Administration Assistant, is expected to perform a wide variety of moderately difficult and complex clerical tasks.

**ESSENTIAL FUNCTIONS:** The Administrative Assistant will perform a wide variety of duties which require the exercise of judgment and discretion. Under the guidance of the DRE, will provide administrative support as follows:

### **Program Development:**

1. Assist DRE in the recruitment, training, and supervision of volunteers. (Volunteer candidates for CCD and RCIA programs must be pre-approved by the Pastor.)
2. Assist with registration process including, registration forms and processing of registration fees.
3. Responsible for opening and closing the hall when used for Religious Education Program.
4. Perform other duties as needed or directed.

### **Administration:**

1. Maintain database with up-to-date information, this includes running reports and creating student lists.
2. Schedule and adjust program components, including but not limited to:
  - Location for program
  - Class times and materials needed
  - Create calendar and reserve facilities for CCD gatherings and events, as well as Confirmation Year II retreat
  - Serve as liaison between the various parish ministries and community to connect teens and parents to service projects
3. Maintain or create required records: Student files, attendance, sacramental records and certificates, sponsor information, saint names, service projects and other requirements as needed
4. Order and maintain inventory of books and office supplies

### **Communication:**

1. Communicate regularly with DRE, parish staff, program volunteers, teens, parents, and, as needed, with sponsors and community leaders or advocates.
2. Type letters, reports, cards, forms, requisitions, and other materials from rough draft
3. Answer telephone calls, emails and texts
4. Greet persons coming to the office in a courteous and friendly manner, identifying their need and referring them to the appropriate staff person
5. Provide parish bulletin content by established deadlines.
6. Maintain parish website and other social media outlets with up-to-date information.

**EXPECTATIONS:**

Exhibit flexibility, dependability and attention to detail in the day-to-day work environment.

Maintain professional and timely communication.

Adhere to Code of Ethical Conduct.

Maintain strict confidentiality.

Comply with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to: Employee standards of conduct, policy against harassment, electronic communications policy, and social media policy.

Complete background checks, Safe Environment training, and provide proof of a negative TB test prior to employment.

Perform duties as requested by the DRE or Pastor.

**MINIMUM QUALIFICATIONS:**

**Education:** AS Degree or higher

• Must be Bilingual (English/Spanish)

**Experience:**

Administrative support in a Catholic parish preferred but not required.

**Skills / Knowledge/Abilities:** Must have proficiency in using Microsoft Office; good organizational skills; be detail oriented; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; must be a practicing Catholic with knowledge and understanding of the Catholic Church in general, as well as a good understanding of the Catechism of the Catholic Church; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Ability to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines. Proven ability to work in collaboration with others, under supervision or independently, as well as delegating and supervising tasks.

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EMPLOYEE SIGNATURE      DATE

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SUPERVISOR SIGNATURE      DATE