

**Saint Clare Parish Job Description**  
**POSITION: Parish Administrative Assistant**  
**CATEGORY: Non exempt RANGE: 32 hours per week**  
**REPORTS TO- Parish Director**

**SCHEDULE:**

The Parish Administrative Assistant will have normal working hours on Monday, Tuesday, Thursday, and Friday in order to accommodate for the needs of the parish office

**JOB SUMMARY:**

The Administrative Assistant assists the Pastor and Parish Director with facilities scheduling, parish registration, database management, supplies for office, Matrimony certificates and record keeping and other administrative duties as assigned.

**ESSENTIAL FUNCTIONS**

**Facilities scheduling and coordination:**

- Schedules facilities and maintains facilities calendar per parish guidelines from pastor and parish administrator.
- Monitors and trains ministries on the responsible use of facilities in coordination with maintenance and janitorial supervisor.
- Coordinates with facilities and maintenance staff for set up, clean up, etc.
- Produce the weekly update to keep staff informed of parish happenings.
- Works closely with clergy, parish director and staff on providing a welcoming, professional, and Christ centered experience when someone calls or drops into the parish office.

**Data Processing:**

- Maintains and updates all parishioner records in Parishsoft.
- Process new parish registrations, which includes sending welcome letter, ordering and maintaining list of offertory envelopes, and information as needed.

**Office Duties:**

- Works with parishioners and staff on all phone calls, letters, office visits, and help as needed.
- Coordinates and handles all major mailings that take place in the parish. This includes Christmas, Easter, special events, and some capital campaign mailings. Involvement of volunteers is needed and will need to be coordinated.
- Oversees Matrimony Sacraments book. To ensure accuracy and maintaining confidentiality. Handles all preparing of Matrimony certificates.
- Handles Diocese Safe Environment Records monthly and annual audit.
- Maintains all copier machines and office equipment.
- Open main office each day and close main office as needed.

**Other areas of duty as assigned.**

**MINIMUM QUALIFICATIONS:**

**Education:** High School diploma. BA preferred.

**Experience:** Experience working for the Catholic church, experience working as a secretary of administrative assistant. Bilingual (English/Spanish) helpful, but not required

**Skills and Knowledge:** Catholic in good standing; knowledge of the Church's mission in the Diocese of Sacramento; Bilingual skills both written and verbal helpful, but not required; ability to use phone system effectively; good computer skills; works well with others. Job requires flexible schedule with some evening and weekend work.