

## JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant	<b>Status:</b>	Part Time
<b>Supervisor:</b>	Parish Life Director	<b>Schedule:</b>	M-F, 9AM–2PM
<b>Location:</b>	Holy Trinity Parish 3111 Tierra de Dios Drive El Dorado Hills, CA 95762	<b>Category:</b>	Non-Exempt
		<b>Pay Range:</b>	\$16-\$18/hour

**SUMMARY OF POSITION:** The role requires a deep understanding of and faithful participation in our stewardship way of living. This person serves as the first point of contact for matters relating to parish life which includes receiving and managing incoming inquiries by phone, in person, and electronically. This position provides administrative and clerical support to ensure the effective and efficient operations of the parish office, as well as effective communications with parish staff, parishioners, and guests. Exceptional communication and advanced computer skills are necessary for the fast-paced and high-energy work environment.

**DISTINGUISHING CHARACTERISTICS:** This position requires a high degree of discretion, confidentiality, organizational planning, and performance of high-level administrative duties that require self-initiative, knowledge, judgment, and tact.

### ESSENTIAL FUNCTIONS:

1. **Reception:** Greet guests and parishioners in a courteous and welcoming manner; identify their needs and refer them to the appropriate staff member. Register new parishioners and connect them with needed resources. Ensure that incoming communications are responded to in a timely and professional manner.
2. **Sacramental Support:** Coordinate and provide support to clergy with infant baptismal preparation, weddings, and anointings of the sick. Maintain sacramental files, certificates, and records for the parish.
3. **Data Management:** Schedule appointments through electronic communications system. Maintain daily appointment schedule for priests. Maintain monthly Mass schedule and intentions for priests and deacons. Serve as primary contact for

staff, volunteers, and parishioners ensuring up-to-date management of parishioner data physically and electronically.

4. General Office Duties: Collect and distribute incoming and outgoing mail. Type and copy office correspondence as requested. Ensure the front office is organized and well kept. Order office, liturgical, and parish supplies. Assist with off-campus tasks related to parish life.
5. This position works closely with the Parish Life Director and Communication Coordinator on a wide variety of special tasks and projects including parish and staff social events and requires some evenings and weekends.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** Two years of broad, varied, and increasingly responsible administrative position, with an emphasis on customer service.

**Skills / Knowledge:** Faithfully practicing Catholic with knowledge and understanding of how our faith is to be experienced and lived. Advanced knowledge of Microsoft Office Products (Word, Excel, Access, Outlook) and comfort with using technology and databases; excellent phone skills; excellent organizational skills, and extreme attention to detail; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form with accuracy in spelling, grammar, and punctuation; ability to work and relate to a variety of personalities and cultures with respect, friendliness, and poise. Able to work in a fast-paced, team-oriented environment, continually shift focus on multiple unique and independent projects, and complete them in a timely matter, and prioritize workload. Ability to learn, develop, and work with technology to increase office efficiency and productivity.

Interested candidates should send cover letter, resume, and a minimum of two references to the attention of our Parish Life Director, Jeremy Youngers, at [htp@holyltrinityparish.org](mailto:htp@holyltrinityparish.org) by December 28, 2022.