

**Diocese of Sacramento**  
**JOB DESCRIPTION**

**PARISH:** St. Joseph, Vacaville

**POSITION STATUS:** F/T

**POSITION:** Administrative Assistant

**SCHEDULE:** 35 hours/week, M-F

**CLASSIFICATION:** Non-Exempt

**SUPERVISOR:** Business Manager

**JOB SUMMARY:** Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated staff and volunteers as needed. In addition, as the Administrator Assistant, under supervision, is expected to perform a wide variety of moderately difficult and complex clerical tasks.

**ESSENTIAL FUNCTIONS:**

**A. Secretarial Duties**

- Receive and place telephone calls; schedule appointments; accurately relay messages
- Check voicemail daily.
- Greet and refer visitors to appropriate ministers, services, or agencies.
- Receive, sort, and distribute incoming mail.
- Type written communications as needed.
- Schedule parish facilities. Develop and maintain a calendar that identifies the time, date, name of organization as well as room scheduled to use.
- Check keys for facilities in and out. Maintain file of signed facility use guidelines.
- Maintain organized files and supplies. Ensure that all informational packets, fliers, registration forms, etc. are kept up-to-date and available.
- Oversee the timely opening and secure closing of the office, according to schedule. Ensure that all machines are off, answering service is on, windows and doors are locked, and all appropriate lights and heat are off.

**B. Sacraments and Services**

- Work with families to help them prepare for sacraments and special Masses, ensuring that all requirements are fulfilled and necessary documents submitted in a timely manner.

- Schedule baptisms; intake paperwork for registration; compile attendance from baptism preparation classes; create certificates.
- Schedule funerals in consultation with the pastor; communicate with funeral homes; mail Mass card to family.
- Schedule weddings; ensure that all necessary forms and payments are received on time; create certificates; mail marriage license to county.
- Schedule quinceañeras; ensure that all necessary forms and payments are received on time.
- Prepare binders and communicate with ministry leads for sacramental and special Masses.
- Schedule Mass intentions as requested.

#### **C. Church Bulletin/Weekly Mass**

- Prepare binders, in both English and Spanish, for priests, lectors, and announcements for weekend and holy day Masses. Announcements should be approved by priest/deacon or business manager.
- Prepare weekly bulletin in both English and Spanish. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing by Thursday. Refer to business manager for final review.
- Schedule Mass intentions and prepare Mass cards as requested.
- Prepare collection bags each week for the weekend collection.

#### **D. Faith Formation**

- Assist the DRE/CRE with the registration process for new students
- Provide administrative support for special Masses, retreats and other events related to the Faith Formation program.
- Assist DRE/CRE in creating certificates for First Communion, Confirmation and RCIA.

#### **E. Database Entry & Record Keeping**

- Enter newly registered families into parish database monthly. Mail welcome packets.
- Record those who have received first Eucharist, first Penance, and Confirmation (including RCIA) into the appropriate sacrament registers.
- Update ParishSOFT with sacraments and other family changes.
- Mail sacramental notifications to parish of baptism.

#### **F. Other**

- Use discretion when scheduling events on pastor/parochial administrator's calendar, sharing information only with other administrative staff.
- Attend staff meetings and other meetings as requested.
- Receive prayer requests and share them with appropriate ministry.
- Serve as custodian of petty cash, maintaining funds and ensuring that proper paperwork is completed by those requesting funds.
- Maintain organization in the office and supply room.
- Direct volunteers helping with office work.
- Assist with registration and administrative support for various parish programs, special events, and fundraisers.
- Provide assistance to persons in need that come into the parish.
- Provide charitable assistance supported by the parish and/or through referring persons to and/or through charitable social agencies/organizations.
- Work as a team with other staff members to support the pastor/parochial administrator in serving the people of God.
- Defer to the decisions of the pastor/parochial administrator, while falling under the direction of the business manager as immediate supervisor.
- Any task related to the job that the pastor/parochial administrator may request.
- Per the Lay Personnel Employee Handbook, "the job description may be revised periodically to reflect a change in duties for the position".

#### **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** One year of experience in typing and clerical work

**Skills/Knowledge:**

- Strong time management skills
- MS Office Suite
- Positive attitude
- Good communication skills
- Meet the public tactfully and courteously and to answer questions in person or by telephone
- Active, participating Catholic whose positions on faith and morals are in agreement with the teachings of the Catholic Church
- Fluent in Spanish and English, both written and spoken