

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> St. John Vianney	<b>POSITION STATUS:</b> P/T, 24 hours per week
<b>POSITION:</b> Office Assistant	<b>SCHEDULE:</b> Mon, Wed & Fri 8.30am – 5.30pm
<b>CATEGORY:</b> Non-Exempt	

**SUPERVISOR:** Office Manager

**JOB SUMMARY:** Responsible for monitoring the flow of visitors and coordinating incoming and outgoing mail. In addition, this position will require you to replenish supplies, answer phones, and perform slight secretarial work.

### ESSENTIAL FUNCTIONS:

1. Provide reception services for the parish office.
  - Welcome and direct visitors in a courteous and friendly manner.
  - Identify their needs and refer them to the appropriate staff person or ministry.
2. Answer telephone calls and provide information concerning the functions or services of the department, ministry, or parish.
  - Take messages clearly, accurately, and concisely.
  - Direct messages to appropriate staff persons/ministries.
  - Refer calls to appropriate agencies in the event the organization does not provide the requested service.
  - Responsible for accurate “away” message on incoming parish phone line.
3. Receive and sign for UPS, USPS, FedEx, Amazon, and other shippers who deliver to the front desk. Notify addressee for pick-up, receive letters, packages, and other items for pick-up at front desk. Stamp each item with the date received.
4. Receive, open, sort, stamp and distribute incoming mail and place it in the appropriate mail slot.
5. Record, maintain and update all sacramental registers for the parish:
  - Baptism\*
  - First Communion \*+
  - Confirmation \*+
  - Marriage \*+
  - Funerals

\*Prepare certificates  
+Send notification of sacrament to church of baptism or make notation of sacrament in the Baptism register.
6. Prepare Church Worship Aids
  - Mass Introduction, Church announcement and Prayers of the Faithful.

7. ParishSoft Database Records

- Register new parishioners in ParishSoft database and keep all census information confidential.
- Maintain up to date parishioner information, including keeping monetary contributions accurate.

8. Parish Facilities Booking

- Assist to schedule parish facilities/room bookings.
- Forward contracts for parish events to Office Manager.
- Maintain an up-to-date parish website calendar.
- Respond to emails received for event scheduling in a timely manner.

9. General Office Needs

- Maintain Mass intention book.
- Assist with the scheduling of weddings, quinceaneras and funerals.
- Issue official receipts for all cash/checks received at the front desk.
- Perform various computer tasks such as prepare forms, letters to be sent out to parishioners, prepare letters for clergy as needed, and other various office tasks.
- Respond timely to emails received by the office.
- Keep the Office Manager informed as to the need to order office supplies, such as copy paper, postage stamps, telephone logs, pens, pencils, etc.
- Conduction transactions for the St. Vincent de Paul religious articles – issue receipt for all transactions.
- Ensure that all machines are off, windows and doors are locked, and all appropriate lights and heat are off.
- Arrange for work to be done when away on vacation or time off.
- Maintain office in good order.

10. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** One year of clerical and secretarial experience.

**Skills / Knowledge:** Bilingual in English and Spanish. Proficient in Microsoft Word and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE