

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	Holy Spirit	CATEGORY:	Non-Exempt
POSITION:	Admin. Assistant	STATUS:	40 hrs weekly \$22.72/hr.

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office in addition to providing administrative assistant and related office services for the Pastor.

ESSENTIAL FUNCTIONS:

1. Provide reception services when volunteers are not available for the parish office
 - Welcome and direct visitors
 - Answer telephone and direct calls appropriately
2. Schedule appointments, type/enter written communications and **process mail**.
3. Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items for pick-up.
4. **Schedule parish facilities.** Maintains a calendar that identifies time, date, name of organization as well as room scheduled to use. Coordinates the use of keys for facilities.
5. Oversee the timely opening and closing of the office each day. Ensures that all machines are off, windows and doors are locked, and all appropriate lights are turned off and heat turned down.
6. Maintain **schedule of volunteers** and oversee their work.
7. Oversee the volunteer who updates and maintains the sacramental record keeping system; weddings, baptisms, funerals, first Eucharist, and Confirmations. Send appropriate notification of sacraments to the parish of Baptism. This also includes completing and providing sacramental certificates as requested.
8. Follow up and keep records of Independent contractors W-9s, Business license, Liability Insurance and workers compensation certificate (if applicable).
9. Prepares the weekly bulletin.
10. Prepares the Prayers of the Faithful, announcements for Mass and the Mass Intentions for every Sunday.
11. Oversees Parish Communications, evaluates and updates all forms of parish communication including: bulletin, website, Push Pay, Mailchimp.

- 12. Attend parish staff meetings.
- 13. Oversee an inventory of office supplies. Orders materials and supplies as needed.
- 14. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service.

Skills / Knowledge: 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 independently and in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE