

## Diocese of Sacramento JOB DESCRIPTION

<b>PARISH:</b> <b>Good Shepherd Parish</b>	<b>POSITION STATUS:</b> <b>Part-time</b> (30 hours per week)
<b>POSITION:</b> <b>Office Assistant/Data Entry Operator   Pay Rate \$16.73 - \$19.64</b>	
<b>SCHEDULE:</b> <b>Mon 8:00 am - 3:00 pm</b> <b>Tue 1:00 pm - 7:30 pm</b> <b>Wed 8:00am - 3:00 pm</b> <b>Thu 1:00 pm - 7:30 pm</b> <b>Fri 8:00 am - 3:00 pm</b> <b>(Please note that schedule is not flexible)</b>	
<b>CATEGORY:</b> <b>Non-Exempt</b>	

**SUPERVISOR:**   Denise Wesleder, Business Manager/ Rev. Michael Vaughan

**JOB SUMMARY:** This position will provide administrative support and assist with data entry/secretarial responsibilities in the Office of Religious Education.

**ESSENTIAL FUNCTIONS:** The Administrative Assistant will perform a wide variety of duties that require the exercise of judgment and discretion. This position may have very little direct supervision and is expected to determine when and how tasks are accomplished.

### **DUTIES IN THE OFFICE OF RELIGIOUS EDUCATION:**

- Welcome and assist all office visitors.
- Answer all incoming calls to ORE and act as a resource when able.
- Handle all incoming/outgoing mail for the ORE department.
- Order office supplies and keep tabs on supplies.
- Create brochures, flyers, marquis announcements, bulletins, labels, etc.
- Maintain sacrament records for ORE (recording, updating, printing certificates, & mailing notifications)
- Manage scheduled tuition payment plans.
- Record attendance in ParishStaq.
- Assist ORE Staff in annual Religious Education Registration (updating registration forms, updating ParishStaq family profile information, assigning students to Religious Education classes)
- Follow-up on missing requirements for 1<sup>st</sup> Holy Eucharist and Confirmation Sacrament preparation.
- Update and maintain records for Parent Workshops and Service Hours.
- Research and suggest online workshops from FORMED to satisfy parent workshop requirements for CFF families in the sacrament preparation year.
- Coordinate work schedule to overlap with CFF class schedule to provide admin support in the office during evening classes.
- Take on additional tasks as required by the ORE.

- Support all ORE events (Retreats, In-Person Workshops, Receptions (1<sup>st</sup> Reconciliation, 1<sup>st</sup> Holy Communion, Confirmation), special events/fundraising (Trunk-or-Treat).

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

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

**Skills / Knowledge:** Proficient in Microsoft Office (including Access, Word, Excel, PowerPoint, and Publisher) and the Google App platform. Modern office methods and practices, including letter and report writing, customer service, and excellent phone and organizational skills (filing system). Compile and maintain accurate and complete records and reports; operate common office machines. Ability to communicate effectively in oral and written form using correct spelling, grammar, and punctuation. Demonstrate ability to set priorities, organize work, and handle multiple assignments consecutively. Must be able to work in a team-oriented environment and exercise good judgment in a variety of situations with customers (parents). Must be a practicing Catholic with knowledge and understanding of the Catholic Church in general. Spanish-speaking is a plus.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE