

OUR LADY OF THE ASSUMPTION CHURCH

JOB DESCRIPTION

POSITION: Parish Administrative Associate

POSITION STATUS: F/T

SCHEDULE: 40 hours per week

CATEGORY: Non-Exempt

SUPERVISOR: Pastor

JOB SUMMARY: The Parish Administrative Associate serves as a staff resource in support of the pastor. Under general supervision, the position fulfills the primary responsibilities of overseeing the operations of the parish office, directly administers personnel policies and procedures and human resource management, and performs administrative support for parish activities.

ESSENTIAL FUNCTIONS: Applies professional skills and knowledge to perform work under general direction, that is, the position will fulfill general responsibilities and perform work with minimal, direct supervision, determining when and how tasks are accomplished using considerable judgment as appropriate. Collaborates with pastor, other staff and ministries to advise pastor to fulfill the vision mission of the parish.

Direct the operation of the parish office:

- Providing reception services for the parish office, welcoming and directing visitors and answering telephone and directing calls appropriately
- Processing mail, receiving and signing for delivery services to the front desk, notifying addressees for pick-up
- Overseeing the timely opening and closing of the office each day, ensuring the proper closure of all operational matters.
- Establishing office record-keeping and filing systems; overseeing an inventory of office supplies and ordering materials and supplies as needed.
- Establish guidelines for office volunteers, maintaining schedule of volunteers, coordinating their work and training them appropriately.
- Performing secretarial duties for the pastor, parochial vicar and other designated staff as needed, to include scheduling appointments and processing written communications.

Human resources management:

- Maintain individual personnel files and records for all employees and ensure that the pastor has access to personnel files.
- Establish and maintain yearly evaluation process of members of the staff. Present the reports to the pastor.

- Participate in the recruiting, hiring and termination policies of the diocese in collaboration with the pastor. Pastor makes the final decision on all new hires and terminations.
- Ensure the diocesan safe-environment protocols and training are in place and followed and staff are current on all requirements.

Administrative Assistance:

- Schedule parish facilities; develop and maintain a calendar that identifies time, date, name of organization as well as room scheduled to use; coordinate access to facilities; apply diocesan policies as to the appropriate use of facilities; implement liability practices to include the obtaining of liability insurance coverage.
- Update and maintain a sacramental record keeping system; record all weddings, baptisms, funerals, first Eucharist, first penance, and Confirmations; update records as instructed by parish personnel or notification received through the mail; send appropriate notification of sacraments to the parish of Baptism; completing and provide sacramental certificates as requested.
- Input and maintain record of donations and other forms of giving to the parish into the parish database.
- Input and maintain data of new parishioners and update database as needed.
- Produce the weekly parish bulletin.
- Manage and update parish website.
- Oversee operation of parish office computers and technology systems; coordinate with the parish's technology contractor.
- Respond and fulfill requests of the pastor in a timely manner, to include reports to the pastor.
- Attend staff meetings and other committee meetings appropriate for this position.
- Attend diocesan meeting where appropriate for training and development.
- Coordinate parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Coordinates and prepares parish response to liability and legal concerns, in coordination with the pastor and diocesan offices.
- Perform other duties as assigned.

Development and stewardship:

- Coordinate and work on parish fund raising efforts to include capital campaigns initiated by the parish.
- Arrange fundraising efforts, planned giving, and endowments in conjunction with the diocesan office.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical and professional services and a background in service to the community, especially in a parish setting.

QUALIFICATIONS – SKILLS/KNOWLEDGE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple and complex correspondence. Ability to effectively present information in one-on-one settings and group settings.

Mathematical Skills: Ability to perform basic math skills such as addition, subtraction, multiplication and division accurately.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to learn and interpret specific laws, rules, and policies and to apply them with good judgment in a variety of situations. Ability to analyze situations and adopt an effective course of action.

Computer Skills: To perform this job successfully, an individual should have at least an intermediate working knowledge of Microsoft Word. Good working knowledge of other Microsoft Office applications are desirable (Excel, PowerPoint, Outlook and Access.). Knowledge of basic office equipment should include copy and fax machines, and telephone.

Social Skills: Ability to work cooperatively with others, meet the public tactfully and courteously and to answer questions in person or by telephone;

Record Keeping Skills: Ability to compile and maintain accurate and complete records and reports.

PHYSICAL AND EMOTIONAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to handle and address stressful situations as they occur.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet; however, when the school is in session, there can be periods of intense noise and traffic on the property. Additionally, depending on services happening at the church, additional noise and traffic can be impacted.

Employee Signature

Date

Supervisor Signature

Date