

Position: Office Administrative Assistant

Written/Revised: 3/7/25

Hours : 20 Hours per week

FLSA Code: Exempt (salary)

Responsible to: Office Manager

I. JOB SUMMARY

The Parish Office Administrative Assistant serves in a position as a staff resource in support of the pastor, and the parish needs. This position is the initial contact point for the parish, responsible for answering the phone and greeting all guests with hospitality, as well as, other responsibilities.

All the duties and standards within this job description will be performed according to our Catholic Christian faith and values. This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

- 1) Performs duties as a receptionist and greets visitors warmly
- 2) After training, able to answer basic questions
- 3) Maintains an appropriate level of confidentiality with documents and information.
- 4) Perform general clerical duties and/but not limited to:
 - a) Answering the telephone, checking voicemail messages
 - b) Process the postal mail
 - c) Register new parishioners
 - d) Follow up and answer emails
 - e) Monitor and answer church email
 - f) Accept Mass Intention requests and correctly process them
 - g) Order supplies for the office, church and school
 - h) Update and distribute the prayer chain requests
 - i) Replenish church votive candles as needed

III. OTHER POSITION RESPONSIBILITIES

2. Understands Catholic teaching and applies it to parish policies and practices.
3. Maintains a neat and safe work area.
4. Performs other duties as assigned.

IV. POSITION QUALIFICATIONS

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Experience: Some previous office experience preferred and the ability to type 30 wpm.

Job Related Skills: This position requires good oral communication and human relation skills both in person and on the phone. You'll be working with other staff, including the school, other parishes or Diocesan employees, parish families and the general public. Confidentiality is a MUST. There will be light, physical activity.