

JOB TITLE: Parish Administrative Assistant
REPORTS TO: Business Administrator
STATUS: Non-contract (at-will employee)
WORK SCHEDULE: 32 Hours per week



ROLE SUMMARY:

The person in this role must be a Christ-centered team player who provides both clerical and administrative support to the Parish Priest, Business Administrator, and parish team to ensure the smooth and professional administration of the Parish Office. The Parish Administrative Assistant is often the first point of contact, so needs to be welcoming, pastoral and helpful to all Parish Office visitors.

GENERAL DUTIES

- Support the mission of St. John the Baptist Parish.
- Participate as a member of the parish team in planning and decision-making.
- Recommend procedural improvements for performing duties in the most efficient and effective manner.
- Must always maintain confidentiality.

KEY DUTIES AND RESPONSIBILITIES

- Welcome all who enter the building with a compassionate, pastoral and cheerful attitude.
- Process incoming mail and direct to appropriate staff members.
- Responsible for outgoing mail and postage meter.
- Answer the telephone and take messages or redirect as needed.
- Responsible for printer and printer supplies.
- Coordinate birthday cards for parishioners.
- Assist with SCRIP sales.
- Coordinate Christmas/Easter Memorials.
- Record Mass count in Gabriel.
- Scan invoices & mail checks on Wednesdays.
- Maintain all parish calendars, rentals, and schedule facilities for parish/committee events.
- Coordinate Mass intentions as requested by parishioners.
- Responsible for ordering all office and maintenance supplies.
- Programing codes & the keeper of keys
- Updating the BOI
- Helping with certain sections of the bulletin
- Mailing out homebound bulletins
- Preparing weekly announcements
- Assisting with Active Member Movement Covenants
- LoSec Coordinator
- Other duties as assigned.

REQUIREMENTS

- 3 or more years' secretarial or administrative experience preferred.
- Excellent knowledge of and skill in Outlook, Word, Excel, PowerPoint, and Canva

CRITICAL QUALITIES

- Strong personal relationship with Jesus and a deep love for His Church.
- Thrives in a team environment.
- Must be able to handle multiple projects and priorities as required.
- Must be able to communicate effectively with staff, parish and school community as well as establish and maintain effective relationships.
- Possess strong interpersonal, organizational, and motivational skills.
- A self-starter, emotionally intelligent, and a humble individual.
- Maintain confidentiality in all matters.

Signed

Date