

## JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant	<b>Status:</b>	Full-Time
<b>Supervisor:</b>	Parish Life Director	<b>Schedule:</b>	M-F 8AM–5PM
<b>Location:</b>	Holy Trinity Parish 3111 Tierra de Dios Drive El Dorado Hills, CA 95762	<b>Category:</b>	Non-Exempt

**SUMMARY OF POSITION:** This position serves as the first point of contact for matters relating to parish life which includes managing incoming inquiries by phone, in person, and electronically. This position provides administrative and clerical support to ensure the effective and efficient operations of the parish office, as well as effective communications with parish staff, parishioners and guests. The role requires understanding of and participation in our stewardship way of living along with exceptional communication skills in a fast-paced and high-energy environment.

**DISTINGUISHING CHARACTERISTICS:** This is a confidential position requiring a high degree of discretion, organizational planning and performance of high-level administrative duties that require self-initiative, knowledge, judgement and tact.

### ESSENTIAL FUNCTIONS:

1. Reception: Greet guests and parishioners in a courteous and welcoming manner; identify their needs and refer them to the appropriate staff member. Register new parishioners and connect them with the Welcome Ministry. Ensure that incoming communications are responded to in a timely and professional manner.
2. Preparation of Sacraments: Record, maintain and update all sacramental files and records for the parish. Coordinate and oversee infant baptismal preparation, weddings and funerals, including preparation and management of all documents and certificates.
3. Data Management- electronic and hardcopy files: Serve as liaison for staff assistance necessary for the management of parish data. Schedule appointments through electronic communications system. Maintain daily appointment schedule for priests. Maintain monthly Mass schedule for priests and deacons.

4. General Office Duties: Oversee the timely opening and closing of the parish office. Prepare announcements for weekend Masses including Mass intentions. Coordinate the Banking Ministry and weekend collection procedures. Manage distribution of all incoming and outgoing mail; type and copy office correspondence as requested. Maintain the office in good order including ordering of office and liturgical supplies.
5. This position works closely with the Parish Life Director on a wide variety of special tasks and projects, and will require some evenings and weekends.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent

**Experience:** Two years of broad, varied and increasingly responsible administrative position, including working with the public.

**Skills / Knowledge:** Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent phone skills; excellent organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form with accuracy in spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church; ability to work and relate to a variety of personalities and cultures with respect, friendliness and poise. Able to work in a fast-paced, team-oriented environment, handle multiple assignments simultaneously, and prioritize workload.

Interested candidates should send cover letter, resume and minimum of 2 references to the attention of Parish Life Director at; [htp@holytrinityparish.org](mailto:htp@holytrinityparish.org) by Wednesday, May 5, 2021.