

Saint Clare Parish Job Description

POSITION: Parish Administrative Assistant

CATEGORY: Non-exempt RANGE: 30 hours per week

REPORTS TO- Parish Director

SUPERVISOR: Parish Director

JOB SUMMARY:

The Parish Administrative Assistant collaborates with the parish office team in providing hospitality, organization and communication in serving our parishioners as the first impression of our parish. 30 hours per week. Monday (8:30am-5:00pm), Tuesday (11:00am-7:00pm), Thursday (8:30am-5:00pm), and Friday (9:00am-4:00pm) Position is open until filled.

ESSENTIAL FUNCTIONS: Office Task & Hospitality

- Ensures that all phone calls and office visits are handled efficiently, professionally, and with the desire to minister to all. Updates all phone messages as needed for holidays and special events.
- Coordinates all sick calls with clergy in a timely manner and updates accurate written records/forms.
- Coordinates all intakes of quinceaneras and weddings. This entails providing and receiving forms, contacting coordinators of ministries to ensure forms and contact has been made with parishioner, and being a liaison between parish and parishioners when staff member is not present.
- Maintains all thank you notes for various ministries as needed.
- Provides administrative support to pastor and parish director.
- Collaborates with parish administrative assistants in working with volunteer teams and projects as needed.
- Schedules all mass intentions, keeps accurate records on intentions and provides weekly list of mass intentions for bulletin editor and coordinator of liturgy.
- Closes main office Monday-Friday.
- Coordinate with faith formation team to input sacrament records and certificates as needed
- Manages office petty cash and daily tally sheets
- Orders all office supplies and supplies need in church and office.
- Maintains all Safe Environment records for quarterly updates and annual audit.
- Oversees Deceased Sacraments book. To ensure accuracy and maintaining confidentiality.
- Works closely with office team on Parishsoft inputting and Facility Scheduler as needed.
- Other areas of duty as assigned.

MINIMUM QUALIFICATIONS:

Education: High School diploma. BA preferred.

Experience: Bilingual (English & Spanish) preferred, experience working in a Catholic Church office preferred.

Skills and Knowledge: Catholic in good standing; knowledge of the Church's mission in the Diocese of Sacramento; Bilingual skills both written and verbal; ability to use phone system effectively; good computer skills; works well with others. Job requires flexible schedule with some evening and weekend work