

JOB DESCRIPTION

PARISH:	St. Vincent Ferrer Parish	POSITION STATUS:	Full Time
POSITION:	Secretary	SCHEDULE:	35 hours/week
CATEGORY:	Non-Exempt	PAY RATE:	\$17-\$18 hr

SUPERVISOR: Fr. Enrique Alvarez

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed. Will be under supervision of the Pastor and perform a wide variety of clerical tasks.

ESSENTIAL FUNCTIONS:

1. Provide reception services for the parish office.
 - Welcome and direct visitors.
 - Answer telephone and direct calls appropriately.
2. Receive, record, and account for mass offerings.
3. Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items for pick up at front desk.
4. Update and maintain a sacramental record-keeping system; record all weddings, baptisms, and funerals, first Eucharist, first penance and confirmation; update records as instructed by parish personnel or notification received through the mail. Send appropriate notification of sacraments to the parish of baptism, complete and provide sacramental certificates as requested. Maintain and keep quinceanera records.
5. Maintain Parishsoft database; enter new household information into database.
6. General Office Needs
 - Oversee the timely opening and secure closing of the office.
 - Parish Facilities
 - Schedule parish facilities (hall). Coordinate proper procedures with the rental/cost of the hall.
 - Develop and maintain an updated parish calendar. Notify pastor and vicar of calendar updates as needed.
 - Follow up with emails sent to the church office in a timely manner.
 - Sort and distribute incoming mail.
 - Office supplies: Alert the Pastor when supplies need to be purchased.
 - Respond to all diocesan requests for information on behalf of the Pastor and Parish
 - Keep office in good order.
 - Type and copy material as requested.
7. Perform secretarial duties for the pastor, parochial vicar and other designated staff as needed.
 - Maintain and account petty cash
 - Account office receipts prepare for deposit
 - Other duties as assigned.

8. Mass Needs

- Prepare announcements for weekend Masses, and other special Masses under the direction of the Pastor, and place them in the appropriate binder.
- Receive and record Mass intentions
- Prepare bags each week for Sunday Collections

9. Miscellaneous

- Keep the pastor informed on all matters needing his attention.
- Perform other tasks as will be assigned by the Pastor.
- Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform Pastor at least two weeks prior to taking vacation or personal leave.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service including working with the public.

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

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE