

## JOB DESCRIPTION

POSITION NAME: Front Office Administrative Assistant	OFFICE/DEPARTMENT: Parish Office
REPORTS TO: Parish Coordinator	EFFECTIVE DATE:
CLASSIFICATION: Hourly Non Exempt	APPROVED:

### GENERAL STATEMENT OF DUTIES:

Provides administrative support, reception and secretarial services and coordinates the parish office. Maintains accurate parish records.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Answers telephones, takes messages and coordinates appointments for the pastor. Screens calls for parish staff. Greets and receives visitors to parish and directs to appropriate offices or agencies.
2. Types correspondence and reports from rough drafts, notes and/or general instructions. Coordinates and create the weekly parish bulletin or newsletter. Takes minutes and handles correspondence for Pastoral and Administrative Councils.
3. Provides information and maintains church records for baptisms, funerals, weddings, new parishioner registration. Updates parish census records on a regular basis.
4. Maintains general calendar for all parish facilities. Assists with arrangements for funerals, weddings and special events. Oversees rental of parish hall, kitchen, etc.
5. Receives, sorts and distributes incoming mail. Handles regular and bulk mailings as required.
6. Maintains accurate rosters, mailing lists and schedules, along with parish records and other files.
7. Oversees maintenance of parish office equipment and orders and maintains supplies for office and other parish needs.
8. Codes accounts payable invoices and check requests for Accountant.
9. Handles petty cash monies.
10. Handles copy projects as required.
11. Maintains a strict level of confidentiality on all matters relating to parish business.

12. Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision. Contacts are normally made inside and outside the Parish. Contacts are usually made at Supervisor's request and frequently contain confidential/sensitive matters.
13. This position also provides administrative support to the Coordinator of Spanish Ministries, therefore an ability to speak , write and communicate fluently in Spanish is essential.

**SPECIFIC JOB SKILLS:** Understanding of general principles of office operations and secretarial procedures. Proficiency with computer, calculator and all basic office equipment, including experience with word processing software. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboarding at 50 wpm and 10-key by touch. Ability to use telephone for long periods of time.

**EDUCATION AND/OR EXPERIENCE:**

High School graduate with three to five years' secretarial experience. Two to four years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Practicing Catholic preferred. Bilingual in Spanish is necessary. Valid driver's license.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

**WORKING ENVIRONMENT:**

Work is performed in an office setting. Employee may be required to attend an occasional evening meeting and do extensive close and CRT work.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:** N/A

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Employee Signature

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Supervisor Signature