

St. Joseph the Worker of Beal City Job Description

TITLE: Parish Administrative Assistant **Date:** June 2024
SUPERVISOR: Pastor/Director of Parish Life (DPL)
STATUS: Part-Time 1, Hourly, Non-Exempt (*Based on 24 hours per week*)

GENERAL DESCRIPTION

The administrative assistant provides a welcoming extension of the evangelization efforts of the faith community, while assuming the clerical, administrative, and organizational support to the staff, parishioners, and community.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists the Pastor/DPL in carrying out their duties as required for quality ministry to parishioners
- Provides exceptional hospitality in greeting guests and provides assistance to their needs
- Maintains parish website and social media pages
- Creates, publishes, and distributes the weekly bulletin both hardcopy and electronically
- Prepares weekly prayers of the faithful and pulpit announcements
- Maintain and prepare all parish and sacramental records
- Notify other parishes of sacramental records and prepare duplicate certificates as requested
- Maintains Mass intention book
- Maintains all cemetery records and issues work orders
- Perform other duties as assigned by the Pastor/DPL

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports directly to the Pastor/DPL
- Communicate and collaborate with the Pastor/DPL, bookkeeper, school staff, other parish staff members, and parishioners to facilitate an efficient operation of the Parish Office

QUALIFICATIONS & SKILLS

Education: High School degree required. Additional education / training preferred.

Experience: A minimum of three years prior experience in an administrative assistant role is highly recommended.

Job Related Skills: Ability to use standard office equipment with excellent computer skills (including knowledge of Microsoft Office and Parish Data Systems); able to self-start, multi-task and prioritize projects; a demonstrated ability to communicate effectively with a community of diverse parishioners.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language Skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work. Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____