



## Job Description

<b>Job Title:</b>	Parish Secretary
<b>Reports To:</b>	Operations Director
<b>FLSA Status:</b>	Non-Exempt
<b>Date:</b>	Sept 2020

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### Position Summary

Assists in all functions of the parish office. Serves as first point of contact for those calling and entering the parish office. Provides secretarial and general office support for Parish staff. Maintain parish website, social media sites and prepare weekly parish bulletin. Publicly supports and promotes the mission of the parish. Acts in accordance with Archdiocesan policies, procedures and guidelines.

### Responsibilities

- Greet callers and guests, take messages and route calls and parish emails as appropriate.
- Respond to callers and guests by providing general information and assistance with regards to parish activities and procedures.
- Provide a high level of hospitality to visitors and meeting attendees.
- Perform office functions including, but not limited to, copying, scanning, faxing, filing mail sorting and scheduling of meetings.
- Record parishioner donations in ParishSOFT or similar software.
- Maintain parish files in an orderly and timely fashion.
  - Follow Arch Records Retention guidelines.
- Record sacramental records and provide copies when requested following Archdiocesan guidelines.
- Record mass intentions to be celebrated.
- Receive and record payments for mass intentions, weddings and funerals and votives per Archdiocesan and parish policies.
- Prepare correspondence and reporting using Microsoft Office. May draft correspondence for pastor's signature.
- Prepare special mailings and other projects.
- Able to work at multiple locations, including traveling between locations
- Prepares and manages parish calendar for all parish activities.
- Maintain inventory of office supplies ensuring an adequate supply of forms, paper, sacramental certificates, etc.
- Assist with communications:
  - Prepare weekly bulletin
  - Social Media maintenance and content



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- Website maintenance and content
- Assist in planning and executing parish events and meetings as appropriate. May include assigning and overseeing volunteers for said events.
- Practice discretion and respect privacy when dealing with personal, sensitive, financial, internal and private matters.
- Other assignments and projects as assigned.

**Requirements**

- High School graduate, GED or equivalent
- Minimum of 3 years’ experience in Parish or business office setting, or equivalent combination of relevant education and related work experience.
- Strong demonstrated knowledge of Microsoft Office products.
- Familiarity with social media platforms and website software.
- Excellent organizational and time management competencies.
- Strong verbal and written communications, organizational, multi-tasking and interpersonal skills.
- Ability to work in team environment and has a “Service Mindset” when working with others.
- Able to identify issues and propose recommendations/solutions.
- Can be entrusted with highly confidential information.
- Strong drive to achieve results.
- Demonstrate understanding, respect and support of the Catholic Church teaching, mission and values.

**Preferred Requirements**

- Multilingual – English, Spanish and Polish, speaking, reading and writing.
- Associates degree preferred

**Physical and Mental Requirements**

Action	Percent of time action is required		
	0 – 24%	25 –49%	50 – 100%
Seeing / Comprehension			<b>X</b>
Hearing / Speaking			<b>X</b>
Walking/Standing	<b>X</b>		
Climbing/Stooping/Kneeling	<b>X</b>		
Hand/Finger Dexterity			<b>X</b>

The above chart indicates the approximate amount of time the employee will be required to use each of these abilities.