

ONE Catholic

Administrative Assistant

Job Description

GENERAL POSITION DEFINITION

The Administrative Assistant is in a key role of support to the Pastor and the staff of ONE Catholic, carrying out numerous clerical tasks to help ensure proper communications and the effective carrying out of our operations. An understanding of the teachings and support of our mission as a Catholic Community is important for the person serving in this position.

Report to: Pastor

Responsibilities:

1. Opens, closes and coordinates activities at the ONE Catholic Central Business Office.
2. Coordinates daily activities at all ONE Catholic satellite offices and other ONE Catholic locations.
3. Trains and Oversees Parish Office Stewards
 - Ensures the proper and kind reception of visitors to the Parish Central Business and Pastoral Offices
 - Ensures that all those contacting the Office via email or phone are responded to and directed effectively and in a timely manner.
 - Oversees and ensures that parish receipts are properly received, logged, maintained and deposited.
 - Coordinates those carrying out various office tasks such as: contribution data entry, preparing of weekly deposits, preparation for liturgical events and weekend Masses, etc.
4. Creates and manages the weekly bulletin with precision and excellence
5. Receives and records Mass Intentions, and ensures all clergy stipends and extra clergy fees are submitted and distributed correctly.
6. Ensures that all cemetery operations that require payment from others are received.
7. Sends required/requested Sacramental notifications or certificates as needed and participates in the maintenance of Sacramental records.
8. Assures that weekend announcements and General Intercessions are completed and ready for Masses.
9. Assures that materials from the office for weekend Masses (bulletins, collection bags and logs, extra clergy checks, entrance tables) are set up correctly and in place for all ONE Catholic sites.
10. Maintains ONE Catholic Parish Calendars.
11. Handles and directs incoming and outgoing mail.
12. Maintains building access, keys, and usage logs.
13. Receives and coordinates all information regarding funerals and burials. This includes a significant involvement in assuring the proper cemetery paperwork and communications are completed for each burial, transaction and process. Learning, understanding and ultimately assisting in the maintaining of parish cemetery records will be essential for this position.
14. Meets with families to plan funerals.

15. Maintains positive relationships and effective communication amongst all staff, stewards, and parishioners.
16. All other duties as assigned by the Pastor.

Required Qualifications

1. Understands the teachings and supports the mission of the Catholic Church.
2. Ability to exercise confidentiality and discretion in all parish business and pastoral matters.
3. Excellent Computer skills – familiar with most popular applications such as Microsoft Office, G Suite
4. Excellent ability to communicate effectively and appropriately - both verbally and in writing
5. Ability to manage multiple projects and delegate tasks when appropriate
6. Effective planning and organizational skills, including long range planning
7. Ability to work and relate well with other staff and collaborate positively with parishioners
8. Self-motivated in initiating and completing tasks
9. Possesses enthusiasm and support for the Mission of ONE Catholic
10. Highly visible in interacting with staff, stewards, volunteers, etc.
11. Skill in recruiting, training and supporting and managing of volunteers
12. Demonstrated history of honesty and integrity.

Preferred Qualifications

1. Associates Degree or higher
2. Previous secretarial or office administrative experience

This position will be a part-time position, with hours on Monday to Friday from 9:00 am - 3:00 pm