Job Description

Job Title: Secretarial – Administrative Assistant

Job Code: SCAA-N

Exempt: No

Hours Required: 15-20 hours

Pay Scale:

Employee Name:

Immediate Supervisor: Business Administrator

Summary: Assists the Pastor with secretarial and administrative functions.

Essential Duties: Include the following. Other duties may be assigned.

- Performs many of the secretarial/administrative job responsibilities required for the parish office.
- Church membership maintenance.
- Maintains PDS System sacramental records, parish registration and other parish filing systems.
- Oversees inventory of office supplies. Reports what needs to be ordered to the supervisor.
- Greets and refers visitors to the appropriate ministers, services or agencies.
- Producing the weekly bulletin or other newsletters, etc.
- Open communication with the Facebook administrator, with approval from the business manager.
- Schedule Lectors/ministers.
- Record Prayer Remembrance/Mass Intentions.
- Records weekend donations into Parish Data Systems.
- Records Hope Appeal donations into Parish Data Systems.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this person.

Education: Requires secretarial experience. High school graduate or equivalent.

Other Skills and Abilities: Active member of a Roman Catholic parish faith community, or had knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church. Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record keeping systems. Ability to honor and maintain confidentiality.

Approved: 

Employee 

Date 

Supervisor 

Date