

Position Title: Administrative Assistant

Position Summary: The administrative assistant serves as the first point of contact and reference for visitors and members. They are responsible for greeting and directing initial in-person and phone interactions. They manage the master church calendar, records maintenance, and database management. This work is done within a framework of shared ministry and Catholic values consistent with the mission and purpose of the St. Bridget Community and the Diocese of Superior.

Reports To: Parish Administrator; and in his/her absence, the Pastor

Hours: 27 hours per week (M-Th 9-3:30 and Friday 9-12)

Essential Duties and Responsibilities:

Office Management

- Greet all guests with a professional and welcoming presence and provides assistance as needed.
- Responds to or directs all office communication including phone calls, e-mails and written mail.
- Maintains accurate membership information and official records (new members, baptisms, weddings, deaths, etc.)
- Prepares annual census reports.
- Prepares sacramental records and certificates.
- Records and documents Mass intentions
- Maintains parishioner contribution envelope system.
- Enter weekly contributions data.
- Orders office supplies and oversees maintenance of office equipment.
- Manages office mail and postage related matters.
- Coordinates and schedules facilities use including all required documentation.
- Records miscellaneous money received.
- Trains office volunteers as necessary.
- Provides administrative support to pastor, office staff and parish ministries.

Communication

- Maintain printed church communication – bulletin boards, information desk, postings, resource kiosk, etc.
- Prints, coordinates assembly, and prepares bulk mailing of bi-weekly parish bulletin.
- Schedules weddings, funerals and other church events.
- Coordinates parish calendar and room reservation scheduling system.

Additional Office Duties

- Coordinates and schedules parish volunteers as needed.
- Attends Diocesan and other workshops pertinent to job responsibilities.
- Prepares Mass of Remembrance PowerPoint and program.
- Other duties as assigned.

Position Qualifications:

- High school diploma or equivalent required; post-secondary education preferred.
- Two years related experience preferably in a church, Catholic school or non-profit setting
- Knowledge of standard office administrative practices and procedures.

- Excellent verbal and written communication skills and organizational abilities
- Knowledge of office equipment, computers and related software including Microsoft Office Suite
Ability to be flexible and maintain accuracy while managing multiple tasks and deadlines.
- Ability to work in a team environment with a cheerful, respectful and helpful disposition
Capacity to learn computer software easily and efficiently.
- Willingness to support the mission and structure of the Catholic Church
- Confidentiality and personal discretion concerning information related to the church and its members.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; and occasionally required to climb stairs, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. This position requires occasional evenings and/or weekend work and may include an unpredictable schedule.

Acknowledgment and Acceptance: This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature Date