

**Position Description**

**Title:** Administrative Assistant

**Supervisor:** Reports directly to the Pastor

**Summary:** Responsible for providing secretarial support to parish staff

**Duties:** Specific responsibilities include, but are not limited to:

**Essential Functions:**

* **Maintain Parish Soft Database**
* Enter new parishioners into Parish soft in a consistent and timely manner
* Maintain parish soft on all sacramental dates
* Enter weekly offertory in an accurate manner
* Maintain faith formation programs in parish soft
* **Faith Formation**
* Work directly with the Director of Faith Formation to maintain and collect documentation for all enrolled in sacramental prep and faith formation
* Maintain spreadsheets for attendance
* Provide administrative support (copying, emailing, etc) to DFF
* Work with parish staff in promoting the Evangelization goals of the parish
* **Administration**
* Answer telephone and greet visitors and answer questions in the office.
* Participate in parish wide events
* Assist with office and parish communication
* **General duties include but are not limited to:**
* Be familiar with the overall goals of the parish and how these goals influence the responsibilities.
* Participate in staff meetings, retreats, calendar planning days and parish functions.

**Skills:**

* High School diploma is required
* Proficiency in oral and written English and Spanish required
* Proficiency in computer software and knowledge of Microsoft Office
* Good interpersonal skills to work with other staff, parishioners

**Salary:** Part-time non-exempt position on an hourly basis. Salary is commensurate with experience and diocesan pay scale.