

JOB DESCRIPTION

Diocese of Orange
Saint Edward the Confessor Catholic Church

POSITION TITLE: Administrative Assistant

JOB CLASSIFICATION: Non-exempt; full-time; benefit-eligible

HOURS/DAYS OF WORK: 40 hours per week (must be available to work on Sundays)

DEPARTMENT: Faith Formation

REPORTS TO: Director of Faith Formation

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Parish Staff; volunteers; parents, general public

SUMMARY OVERVIEW:

The Administrative Assistant supports and ministers to the administrative needs of the Parish and the community it serves. The Administrative Assistant must be highly organized, skilled in multiple computer-based systems and environments, able to multi-task fluidly, and capable of interacting with others in a friendly, calm and professional manner. Flexibility, along with a “can-do” and team player attitude are essential.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Practicing Roman Catholic
- Excellent command of all Microsoft Office suite (Word, Excel, Publisher)
- Excellent customer service skills
- Experience working in an office environment
- Bilingual - English and Spanish
- Must clear background screen and Live Scan fingerprinting through Diocese of Orange
- Authorized to work in the United States
- Fully-vaccinated against COVID-19

DESIRED:

- Experience working in a Church, school, or campus ministry environment, as an employee or volunteer
- Knowledge of Adobe, Google Docs, and data management systems

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Record management: ability to create spreadsheets and maintain records
2. Customer service: including interacting with visitors, handling phone calls, email, and messages as needed, courteously and professionally
3. Communication: Communicates important information to staff, parishioners, and general public via desired media (e.g., email, telephone, text messaging, U.S. mail, website)
4. Collaboration: Collaborates with staff and volunteers

5. Organization: Assists with organization, input, drafting and editing of a variety of information and data (hard copy and digital)
6. Works onsite on assigned workdays; regular and punctual attendance
7. Attends meetings as requested, including evenings and weekends when needed
8. Performs other work-related tasks as assigned

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Working Conditions:	Typical office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.