



“Our parish is a living sign of God’s saving Word. The people of Saint Cecilia parish have been called by God to foster a genuine, caring Catholic Christian community. God empowers us to be a visible sign of the Kingdom of God in the world.”

Position Description Form
Diocese of Orange St. Cecilia Catholic Church

Position Title: Office Administrative Assistant Bi-lingual
(English & Spanish)
Reports to: Business Services Manager
Position Type: Part Time – Non-Exempt
Hours: 9:00am – 3:00 p.m. (5.5 hours)
Schedule: Monday through Friday

Job Summary:

This is part time non-exempt position reporting to the Business Services Manager. This position performs general office and receptionist duties, meets and greets parishioner and visitors. Records and retains parishioner donations and sacraments, sets up/communicate of funerals and baptisms, works with support staff, ministries, school and all parish communities (English, Vietnamese, Spanish, Filipino, and Indonesian) as directed. Responsible for assisting with calendaring, scheduling, communicating of facility use for church, school, ministries, and communities. This individual must be practicing his or her Roman Catholic faith.

Primary Responsibilities:

- Properly and promptly greets all parish/office visitors and directs them appropriately.
 - Speaks to visitors in person or by phone in a Christian manner.
 - Understands that this is an opportunity to minister. (Daily)
- Answers telephone properly and provides information/assistance or direct caller to appropriate staff member or ministry. (Daily)
- Accurately and promptly records phone or visitor messages and delivers to appropriate individual or mailbox. (Daily)
- Accurately and promptly answers all incoming email and mail communications (Daily)
- Composes and prepares routine correspondence and memorandas using word processing software – Excel, Word, & PowerPoint. (Daily)
- Registers new parishioners and provides temporary contribution envelopes (Daily)
- Ensures parishioner registrations, baptisms, marriages, and sacraments are recorded in parish permanent records. (Daily)
 - Establish and maintain permanent files for retrieval and reporting as requested.
 - Generate needed certificates as requested (Daily)
- Works with Bereavement/Marriage ministry coordinators in coordinating, posting, and communicating funeral/wedding events. (As needed)
- Works with Christian Service Coordinator in assisting parishioners with charitable donations for the poor and less fortunate (Daily)
- Assists parishioners with scheduling mass intentions (Daily)
- Assists parishioners with accepting weekly donations (Daily)
- Assists parishioners with sick-call requests. Submits to clergy as needed (Daily)

- Assists parishioners with scheduling appointments for clergy (Daily)
- Assists parishioners with accepting requests for bulletin announcements. Forwards all requests to Business Services Manager for processing (Daily)
- Assist with monthly Baptism Class preparations
 - Prepare class roster
 - Prepare certificates
 - Record paperwork (as needed)
- Assists parishioners with requests for use of facilities, communicating schedule and dispersing keys to authorized facility users. (Annual/Daily)
 - Submits all requests to Business Services Manager for processing
 - Arranges key issuance (daily)
 - Audits keys (Daily)
- Learns and utilizes PDS systems (Ongoing)
 - Updates parishioner information as needed
- Operates fax, copier, and mailing machines. (Daily)
 - Scans, copies, collates, and staples materials as requested
 - Tracks and insures enough postage available
 - Insures postage permit and postage discount rules are followed
- Assists in maintaining/organizing storage closet . (Weekly)
- Performs review of pending items (Daily)
- Performs Opening/Closing procedures (Daily)
- Performs other related duties as directed.

Knowledge, Skills, and Abilities

- Ability to comfortably greet and communicate with visitors/parishioners and assisting in resolving issues. Ability to communicate faith and spirituality.
- Knowledge of Catholic faith and doctrine.
- Knowledge of office procedures and methods including,
 - Multi-lined phone communications system,
 - Office systems, and
 - Record keeping.
- Knowledge of parish, school, and diocesan policies and procedures.
- Excellent verbal and written communication and system skills
 - Knowledge of business communication, including styles and formats of letters, memoranda, minutes and reports.
 - Skill to use PC Windows's environment and various software packages (PDS Parish system, Word Perfect, MSWord, MS Office, MS Excel, Publisher and MS PowerPoint).
 - PC filing skills – establish folders/document naming protocols
 - Ability to type 50 words per minute.
- Ability to establish priorities, work independently, and complete objectives with minimal supervision.
- Ability to maintain confidentiality in all matters.
- Perform other related tasks as directed by Pastor/Business Services Manager
- Reliability and punctuality a must

Essential Physical Tasks:

- Remain stationary, either sitting or standing, including reaching at times

- Occasionally carrying boxes and other materials as needed weighing up to 30lbs.

Desired Education, Training, or Experience

- Fluent in English and Spanish
- Experience working with the general public.
- Minimum of 3 years of relevant work experience in similar role
- Preferred Associate Degree with courses in secretariat/office administration.