

## JOB DESCRIPTION

Date Prepared: 7.1.22

Date Issued: 7.1.22

Date Revised: N/A

**POSITION TITLE:** Administrative Secretary  
Bi-lingual English/Vietnamese

**JOB CLASSIFICATION:** Non-Exempt - FT

**DEPARTMENT:** Faith Formation

**REPORTS TO:** Coordinator

**SUPERVISORY RESPONSIBILITY:** None

**SUMMARY OVERVIEW:** Works under the direct supervision of the Faith Formation Coordinators. Secretarial duties for faith formation department. Responsible for student registration forms, budget, record keeping, inventory and updating information through the PDS system; booking of facilities for classes and events.

**INTERNAL/EXTERNAL CONTACTS:** Parish staff and volunteers, Committee members, Diocesan offices, extended catholic community and organizations.

**REQUIRED:**

- Courteous and professional manner with strong organizational and communication skills.
- Ability to accurately communicate information about the various parish programs.
- Ability to interact with the public, volunteers' parishioners, and officials.
- Highly organized and ability to perform multiple tasks simultaneously.
- Work without close supervision.
- Reliable, dependable, and honest.
- Maintains strict level of confidentiality.
- Website capabilities.
- Intermediate knowledge/experience with Microsoft outlook, word, excel, publisher.
- Availability to work evenings and weekends and flexibility to change shifts and/or tasks as needed.
- Read, write and speak English and Vietnamese.

**DESIRED:**

- Bachelor's degree in business/accounting or related field.
- Familiarity with catholic liturgy requirements.
- At least two years of experience as an administrative assistant or accounting clerk in a church or corporate setting.
- Have the ability to organize, prioritize, plan, and keep records updated and available in a timely manner.

**QUALIFICATIONS:**

- Proficiency in Office 365, word and excel.
- Knowledge of web base applications.
- Has a minimum of three consecutive years in parish faith formation department or in church environment.
- Basic catechist certification from the Diocese of Orange or will begin the process and complete within their first year of hire date.
- Bachelor's degree is preferred but not required if adequate experience is established.
- Ability to accurately communicate information about the various faith formation programs.

**ESSENTIAL FUNCTIONS:**

- Secretarial duties for the coordinators of the confirmation and faith formation dept.
- Supports faith formation programs through retreats, events and class sessions.
- Maintains records of the fingerprinting and safe environment for catechist and volunteers.
- Ensure compliance for fingerprinting and safe environment policies of the Diocese of Orange.
- Supports and assists when needed in the evening or weekend parent meetings/events.
- Manage and maintain the collection of registration fees.
- Schedules room usage for classes, events and other necessary venues to support the programs.
- Prepares programs for special occasions and performs other work-related duties as assigned by supervisor.
- Research and oversee all fundraising efforts for all programs.
- Work with families, students and volunteers to give support and resources as needed.
- Translates English documents as necessary for parent meetings or as needed.
- Answers phones and over the counter inquiries regarding the programs in a polite and courteous manner.
- Responds to voice/e-mails in a timely manner.

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**ADMINISTRATIVE DUTIES:**

- Interfaces with the finance department ensuring accurate registration information and changes are given to the bookkeeper for billing purposes.
- Manages a clean and organized desk and storage spaces.
- Assist with any necessary structure or vision corresponding with the Diocese of Orange's strategic plan.
- Supports in updating the faith formation website.
- Supports in planning, coordinating and entering reservations for department room use at the academy and other venues on campus.
- Interfaces with other clerical staff in reviewing, organizing duties to support the dept. as a whole.
  
- Attends and participates in department/ministerial meetings and parish/cathedral events as needed.
- Be available and visible to the children, youth, parents, and parishioners through regular office hours.
- Demonstrates positive rapport and cooperative working relationships with all staff and church affiliates.

**ACCOUNTING FUNCTIONS:**

- Operates within an established budget; monitors and fully accounts for spending and receipts.
- Collects registration payments, tracks receipts, and follow-up on outstanding balances.
- Prepares, receives, tracks, and maintains all student and volunteer registration forms and enters information into PDS.
- Interfaces with the finance department ensuring accurate registration information and changes are given for billing purposes.
- Follows policy and procedures for money handling.

**PHYSICAL REQUIREMENTS:**

Typical Working Conditions	Typical office environment
Equipment Used	Basic computer equipment, keyboard, mouse, telephone, copier, calculator.
Essential Physical Tasks	Communicate, move, remain stationary and occasionally carry material as needed up to 25lbs.