

JOB DESCRIPTION

Diocese of Orange, Christ Our Savior Catholic Parish

POSITION TITLE: Parish Secretary / Administrative Assistant

JOB CLASSIFICATION: non-exempt.

DEPARTMENT: Office

REPORTS TO: Pastor and Parish Director

SUMMARY OVERVIEW:

The position of a front desk receptionist/administrative assistant is essential to our parishioners and staff. You are the first person to greet, welcome, and assist parishioners and guest to our parish in a professional and pastoral manner. Answers questions and gives information on various church topics; relays information to guests on scheduled events and where they are taking place; operates telephone console; may assist staff by providing clerical and secretarial duties as needed.

ESSENTIAL FUNCTIONS:

Parish Office

- Answer and return phone calls. E-mails document and check voicemail messages daily and give messages to recipient/s. Delete messages after retrieved.
- Assist Administrator/Pastor in arranging his appointments and assist him in any task or project including translations. Assist Parish Director with any task or project.
- Welcoming parishioners and inquiries in a hospitable manner regarding parish information and events.
- Assist in leading money counting on Monday mornings from the Sunday offering

Bulletin

- Work on the parish bulletin (depending on the liturgical calendar), includes translating into Spanish, and editing. Email reminder articles to parish staff

PDS

- Registering new families in PDS, sending welcome letters and temporary envelopes.
- Updating PDS when families leave the parish and any other updating needed in regards of sacraments, envelopes handling.

Baptism

- Follow the process of Baptisms since parishioner requests information. For instance scheduling and certificate printing. Update and record registry book and PDS system.

Funerals

- Documenting Funerals that take place at COSCP in PDS (if they are parishioners) and official archive books.
- Communicate with the deacons if they will be assisting at the viewings/burials/mass
- Collect information for funeral Mass service for priest.

Weddings

- Provide information and scheduling in the Calendar when Pastor approves Weddings. Helps sharing information with wedding coordinators, parishioners and deacons. Update PDS system and marriage registry. Prepare documents needed as certificate, etc.

Quinceañeras

- Provide information and scheduling in the Calendar when Pastor approves Quinceañera's dates. Helps sharing information with wedding coordinators, parishioners and deacons. Update PDS system and Quinceañera's excel list. Prepare documentation as needed.

Worship Space

- Order Liturgical supplies as wine, candles, etc. as requested.
- Prepare weekend Announcements, prepare Liturgical Minister Sign in sheet for every weekend mass, prepare the Communion Distribution sheet for each mass
- Performs other work related tasks as they arise.

QUALIFICATIONS & EXPERIENCE:

Practicing Catholic in good standing, Bachelor's degree or in process, and two years of experience as a receptionist or administrative assistant. Excellent verbal and written communication skills. Strong leadership, computer proficiency, and organization skills. Ability to prioritize and complete a variety of projects without close supervision. Some of the requirements are being bilingual in English and Spanish.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	This position will be full time, 35+ hours per week and benefits. Salary range \$18 thru \$20 an hour
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.