

## JOB DESCRIPTION

### SAINT VINCENT DE PAUL CHURCH

POSITION TITLE:	PART-TIME RECEPTIONIST
JOB CLASSIFICATION:	NON-EXEMPT
SALARY RANGE:	\$15.50 - \$17 PER HOUR
DEPARTMENT:	OFFICE STAFF
REPORTS TO:	PARISH MANAGER

#### Summary:

Part-time (2 days a week) receptionist with typical receptionist duties: greet assist visitors to the office, answer phone calls, and light clerical duties.

#### Required:

- Able to speak, read and write English and Spanish.
- Computer skills in word processing and database (PDS, Word, Excel, Publisher).
- Maintains confidentiality at all times.
- Interpersonal skills and ability to work with families, volunteers and staff.

#### Responsibilities:

- Answers the telephone and directs calls to appropriate parties.
- Performs receptionist duties such as typing, copying data entry & filing.
- Schedules Mass Intentions according to parish policy.
- Keeps accurate records of any payments received in the Parish Office.
- Responsible for checking out keys for facilities and assuring their security.
- Prepares sacramental certificates as requested.
- Maintains a clean, efficient and professional office.
- Participates in the life of the parish and its spiritual and social activities.
- Performs any other duties, as requested.

**Hours:** 9 am to 4:30 pm, two days a week, or 8 am to 2:30 pm on Sunday, scheduled days may vary from week to week.

**Typical Working Conditions:** Typical office environment.

**Equipment Used:** Basic computer equipment, keyboard, mouse, telephone, copier, calculator and paper shredder, credit card swipe machine.

**Essential Physical Tasks:** Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.