



## JOB DESCRIPTION

### **ROMAN CATHOLIC DIOCESE OF ORANGE** ***OUR LADY OF GUADALUPE CHURCH, LA HABRA***

POSITION TITLE:	Executive/Administrative Assistant to the Clergy
JOB CLASSIFICATION:	Part-Time, Non-exempt
HOURLY PAY RANGE:	\$25.00 – 30.00 per hour based on experience, qualifications, and education.
DEPARTMENT/PROGRAM:	Our Lady of Guadalupe Church, La Habra
REPORTS TO:	Fr. William Goldin, Parochial Administrator; Fr. Gastón Mendiola Arroyo, Parochial Vicar; and Scott Miller, Interim Business Manager

#### ***Primary Purpose/Summary:***

Performs diverse administrative duties in a broad scope of professional and confidential support to the Parochial Administrator, Fr. William Goldin, and the Parochial Vicar, Fr. Gastón Mendiola Arroyo, in support of their parochial/ministerial communications/interactions with the parishioners of Our Lady of Guadalupe Church. As the Executive/Administrative Assistant to the Parochial Administrator and Parochial Vicar, this part-time non-exempt position facilitates the ministerial duties of the Parochial Administrator and Parochial Vicar, by performing back-end duties to ensure that they can focus on their sacramental/ministerial roles more effectively.

#### ***Responsibilities/Duties:***

- Screens incoming telephone calls and correspondence (exercising tact and discretion);
- Respond to routine matters on own initiative;
- Receives and directs information from phone calls, emails, or mail, referring and relaying information through the staff, as needed;
- Manages the Parochial Administrator's and Parochial Vicar's calendars: scheduling appointments, meetings, and events, and preparing and maintaining the advance schedule of the PA and PV;
- Answering routine questions.

#### ***Required Qualifications:***

- Bilingual (English/Spanish);
- Bachelor's degree;



- Minimum 2 years of office environment experience;
- Proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint;
- Excellent organization and time management skills;
- Detail-oriented, quick learner and ability to take initiative when need is identified;
- Ability to work independently and as a team member;
- Ability to respond with positive attitude under pressure;
- Goes above and beyond to provide excellent customer service;
- Timely completion of assignments and ability to prioritize;
- Ability to process high volume of inquiries;
- Effective oral and written communication, and problem-solving skills;
- Takes initiative to learn and develop oneself;
- High degree of commitment and adherence to deadlines;
- Strict standard of confidentiality and ethics;
- Commitment to the mission of the Catholic Church;
- Assist with other projects as assigned.

***Preferred Qualifications:***

- Church or non-profit experience;
- Practicing Roman Catholic.