



SAINT POLYCARP

CATHOLIC CHURCH

8100 Chapman Avenue | Stanton, CA 90680 | (714) 893-2766 | [www.stpolycarp.org](http://www.stpolycarp.org)

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## JOB DESCRIPTION

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**POSITION TITLE:** Confirmation Program - Administrative Assistant

**REPORTS TO:** Business Manager

**JOB CLASSIFICATION:** Non-Exempt Part-Time Hourly (15-20 Hrs/Week)

**PAY RANGE:** \$16.50 - \$17.50 per hour

**KEY RESULT AREAS OF RESPONSIBILITY:** Because all St. Polycarp Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

1. Office Clerical duties. Assist with Administrative records for Year 1 and Year 2 Confirmation program.
2. Accurately imputing accounts/attendance
3. Processing cash and checks payments for registration fees
4. Assist with all retreats planning/scheduling events
5. Working closely with volunteers/catechists. Providing school supplies/materials

**GENERAL DUTIES:**

- Welcome and direct visitors in a courteous and professional manner.
- Answer telephone in a timely, friendly & professional fashion.
- Direct all calls appropriately. Sort and direct incoming mail.
- Knowledge and able to comprehend the Confirmation program rules/policies.
- Accept and record payments. Provide receipts as needed/requested.
- Understanding all the programs offered and comply with update office policy.
- Log pledge payments into daily cash log and database(s) e.g. Camino Database software
- Compile a Daily Master Log and Summary Log of all received payments
- Coordinate communications with volunteers, department coordinators.
- Occasionally help with translating English to Spanish
- Additional duties as assigned

**QUALIFICATIONS:**

- Bilingual - Able to communicate in writing and verbally in English/Spanish
- Excellent phone presence.
- Good organizational skills.
- Ability to adhere to standards of confidentiality.
- Excellent skills in cooperating and working with others.
- Proficient with Office and cloud-based Documents/Spreadsheets/Email. (Google Docs, Sheets, etc.)
- Ability to learn new software programs as needed.

**Physical Requirements**

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

**WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Office environment
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

**COVER LETTER**

This position requires that you be an advocate and, become a part of, the St. Polycarp community. Please, briefly answer the following question in your cover letter/email. *"What experience have you had with the Catholic Church?" (If applicable, include any experience you have had with St. Polycarp Church, in particular.)* **Please submit resume and cover letter to: Tom H. Ma, [tma@stpollycarp.org](mailto:tma@stpollycarp.org)**