

JOB DESCRIPTION
Saint Joachim Parish and School
Employee / Human Resources Assistant

Date Prepared: May 2018
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Date Revised:

Approved By:
Approved By:

POSITION TITLE: Employee / Human Resource Assistant

FLSA STATUS: Non-exempt. / 25 hours per week

DEPARTMENT/PROGRAM: Office of Pastor/Principal

REPORTS TO: Pastor/Principal

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Works closely with Parishioners and School parents and works in support of Parish and school administration.

PRIMARY PURPOSE: Organize, coordinate, and provide administrative and clerical support for the office of the Pastor/Principal.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Minimum of five years of experience as an administrative assistant
- Excellent verbal and written communications skills.
- Knowledge of Payroll administration
- Demonstrated organizational skills.
- Advanced computer proficiency – Microsoft word, excel and power point.
- Demonstrated ability to maintain confidentiality.

DESIRED:

- Sound knowledge of the organizational structure of the Catholic Church
- Ability to work professionally with members of Parish and School Community
- Bi-lingual (preferred) English/Spanish.
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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Remain stationary, reach, occasionally carry boxes when delivered, weighing up to 30 lbs.

ESSENTIAL FUNCTIONS

- Baptized member of a Catholic Parish community.
- Self-motivated, reliable, loyal to and supportive of the Pastor / Principal.
- Self-starter with ability to follow procedures, work within establish guidelines, and work independently as needed.
- Maintain a professional appearance and welcoming manner.
- Good verbal and written communication skills.
- Ability to relate well with people and listen to their concerns with a Christ-like attitude.
- Ability to discreetly handle confidential information.
- Able to work well as a team member.
- Able to relate well to individuals of all ages, ethnicity, and socio-economic backgrounds.
- Provide a forum for employees to communicate concerns.

DUTIES:

- Coordinate and provide administrative support to the Pastor / School Principal, HR, payroll, new employee orientation / on-boarding as well as exit procedures and processes.
- Oversee and Manage Payroll for the School and Parish, including timekeeping and employee vacations and absences.
- Maintain the database for the office of Pastor / Principal ... related to Safe Environment for parish and school volunteers, employee salary and benefits, etc.
- Knowledge of applicable state and federal laws regarding non-profit, payroll, human resources, and insurance.
- Maintain and update all HR information, including any applicant files and confidential personnel, employee relations, salary, and benefits files for employees and specially to processing hiring documents of recently hired.
- Implementation of the FRISK Documentation model and help with staff evaluations.
- Recommendation and research when needed on salary and benefit levels for any position.
- Work with local parishes in scheduling duty priests for Hoag Memorial Presbyterian Hospital and for Voice Nation.
- Ability to translate (Spanish-English)

NON-ESSENTIAL FUNCTIONS

- Perform other job-related tasks as assigned.