

ST. JUSTIN MARTYR CATHOLIC CHURCH

JOB DESCRIPTION TITLE: Parish Office Receptionist & Administrative Assistant

REPORTS TO: Business Manager

HOURS: 24 hours per week (non-exempt)

STANDARD OFFICE DUTIES

- Assist parishioners in the rectory office and over the phone
 - Provide information or route to appropriate person for handling
 - Handle emergency calls and requests for the assistance of a Priest for the Sacrament of the Sick
 - Assist with scheduling Mass Intentions. Receive and log donations for the Masses
 - Provide Parishioners with information and handouts for Catechism during registration periods
- Sacrament records management
 - Look up and prepare certificates for weddings, baptism and other Sacraments
 - Conduct Sacrament searches upon request from the Diocese
 - Enter Sacrament information into the Church's permanent record books and Parish Soft
 - Create permission letters for Sacraments at other Parishes
- Parish Calendar Data Entry
 - Schedule annual and last minute room requests from Groups in the Scheduling calendar
- Parish Soft Data Entry
 - Enter new parishioner information in Parish Soft
 - Post donation envelopes from all Masses on a weekly basis
- Follow cash handling guidelines for payments of weddings, quinceañeras, Mass intentions, etc.
- Facility Keys Distribution
 - Issue facility room keys to authorized coordinators of Parish groups. Log keys back in and follow-up if keys are not returned
 - Distribute and log Rectory keys for visiting Rectory Guests
- Administrative assistance
 - Administrative support for the Pastor
 - Assist the Parish Priests and Staff as needed
 - Distribute and route incoming mail
- Other Duties specific to the position (as outlined in complete job description or as needed)