



JOB DESCRIPTION FOR St. Paul Catholic Church

POSITION NAME: Administrative Assistant

LOCATION: Eugene, OR

REPORTS TO: Pastor

POSITION FTE: 0.5

CLASSIFICATION: Non-Exempt

COMPENSATION: Hourly DOE

START DATE: March 1, 2018 or sooner

TERMS: Part-Time, 3-6 months

GENERAL STATEMENT OF DUTIES:

Provides administrative support, reception and secretarial services and coordinates the parish office as directed by the Social Media and Outreach Coordinator.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Assist with parish website updates and events. Assist with social media and electronic newsletter updates.
2. Works closely with the Social Media and Outreach Coordinator with editing and copying the parish bulletin weekly, including any bulletin inserts that are necessary. Uploading bulletin to the website.
3. Ensures the information displayed in the Church bookrack and on the bulletin board is current and correct.
4. Operates various office machines. Types correspondence as needed.
5. Assists with updating Archdiocese records when parishioners register, makes address, telephone or name changes, or move/unregister on a bi-weekly basis.
6. Helps to coordinate meetings and/or events in the parish/hall calendars.
7. Copies and distributes the schedules of lectors, sacristans, altar servers, greeters and Eucharistic ministers every week.
8. Assists with recording church sacramental records for baptisms, first communions, confirmations, marriages, catechumenates and deaths. Makes certificates as requested.
9. Screens telephone calls in a timely, professional and pleasant manner, answers questions, routes calls to proper person or agency and resolves problems within scope of authority and responsibility.
10. Greets and receives individuals or groups at the parish office and provides assistance or directs them to the appropriate offices or agencies.

- 11. Assists parishioners with Mass Intention requests and information about, stipends, prepares Mass cards, schedules Mass Intentions and maintains Mass Intention Book.
- 12. Assures that outgoing mail is taken to the mailbox on a daily basis; receives and distributes incoming mail, including mail to/from the school. Handles all bulk mailings that are needed.
- 13. Performs other work-related duties as designated, including but not limited to: Lost and Found, food boxes, preparing second collection envelopes and appeal materials, assisting with the parish library, preparing for and/or cleaning up after small group meetings in the parish office or other related activities.

JOB SCOPE: Position encounters both recurring work situations and varying questions. Incumbent operates from specific and definite directions and instructions, performing with moderate supervision.

COMMUNICATION/CLIENT CONTACT: Contacts are made with others both inside and outside the organization, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times.

SPECIFIC JOB SKILLS: Understanding of general principles of office operations and secretarial procedures. Proficiency with computer, calculator and all basic office equipment, including experience with word processing software (Microsoft Office Suite preferred), and database understanding. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboarding at a minimum of 50 wpm and 10-key by touch. Ability to use telephone for long periods of time.

EDUCATION AND/OR EXPERIENCE: High School graduate with three to five years' administrative assistant experience along with knowledge and understanding of church organization and operational procedures. Practicing Catholic preferred. Valid driver's license required.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

JOB CONDITION: Work is performed mostly in an office setting, under continual, tight deadlines. Employee is required to do extensive close computer work, as well as sit for long periods of time.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Supervisor Signature

Date