

Part-Time Position Available

OVERALL RESPONSIBILITY

The Parish Office Assistant performs general administrative support for the Pastor, provides friendly, welcoming support for the parish office, answers phone calls and emails, manages calendars, maintains office calendar and performs other basic office duties. Part-time 12-18 hours per week, three days a week. Reports to the Pastor.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Administrator of the voicemail system, creating greetings for the various holidays and holy days and maintaining general administrative greeting, ensuring it is accurate and up-to-date.
- Interact with parishioners on a daily basis and appropriately respond to their needs and requests.
- Answer phones, screen calls, take messages and assists parishioners and other visitors.
- Respond to Parish emails, faxes and other requests in a timely fashion, including but not limited to looking up information in ParishSoft, Baptism/Communion/Confirmation registers, Parish registration forms, record Mass intentions in the Parish calendar and prepare Mass cards, handles Baptism and Confirmation sponsor certificates upon request.
- Provide administrative, secretarial and office support to the Pastor and Parish Staff, including but not limited to assisting with communication needs such as composition of signs, flyers, brochures and Parish bulk mailings, scanning documents, making copies.
- Enters new parishioner information into ParishSoft and envelope company.
- Assist the pastor in coordinating funeral arrangements with funeral director and families.
- Locks and unlocks buildings as needed.
- Contacts vendors for repairs (for example, copy machine, plumbing, heating/air conditioning in various buildings) and notifies Pastor when there is an issue.

- Prepares for weekend Masses, including making reservations (where needed), filling binders with petitions and announcements to ensure Masses run smoothly, and other duties.
- Inputs all sacraments in the formal Parish records and ParishSoft.
- Collects information, prepares the Annual Statistical report and maintains monthly Parish change forms and distributes appropriately to the Diocese.
- Maintain rectory office calendar, including the regular office activities, appointments, special events, Mass and Holy Day times, all Parish ministries and Pastor's appointments.
- Maintains both the postage meter and copy machine.
- Order office supplies with pastor's approval.
- Gathers daily mail and distribute as needed, ships, sends and mails letters and packages, as needed.
- Maintains ParishSoft database.
- Creates and prints Parish bulletin.
- Files all documents and sacramental records.
- Assist Bookkeeper and other Parish employees as needed.
- Understand moral and ethical standards and apply them to the job.
- Maintain confidentiality and discretion in all areas of responsibilities.
- Perform all responsibilities in a friendly, professional, positive, and compassionate manner
- Perform other duties, as assigned

REQUIRED EXPERIENCE, EDUCATION AND QUALIFICATIONS

- High school Diploma and at least two years of related office experience Strong computer skills and knowledge of Microsoft Office (Word, Publisher and Excel), Google and Adobe Acrobat.
- Knowledge of ParishSoft (the parish database) is preferred.
- Must be flexible and able to work well with fellow employees in a small office setting.
- Ability to work in a team environment as well as independently, keeping tasks and projects running.

- Excellent communication skills (written and verbal)
- Strong attention to detail with excellent organizational skills
- Solid problem solving and time management skills
- Able to multitask efficiently and effectively
- Highly organized with sharp attention to detail
- A strong work ethic and desire to exceed parishioner expectations
- Ability to learn new functions and tools quickly
- Practicing Catholic in good standing with the Church preferred
- Valid driver's license.

For Further Information:

Contact:

Msgr. Martin P. Ryan D.Min.

203-377-0928 X112

Msgrryan@olgstartford.com