

Church Secretary/Administrative Aide Full Job description
ST. JOSEPH PARISH - FREMONT

JOB TITLE: Parish Secretary / Administrative Aide

DEPARTMENT: Parish Office

JOB GRADE: S-5

CATEGORY: Non-Exempt

REPORTS TO: Parish Business Manager

TYPE: Full-Time 40 hrs./week with benefits

RESPONSIBILITIES INCLUDE:

- Knowledgeable in Microsoft Office Suite including Word, Excel, and Publisher and ability to learn PDS Software and other programs as needed for the Parish
- Maintains and schedules Parish Activity Calendar
- Responsible for weekly bulletin and dealing with vendors
- Writes weekly pulpit announcements and prayer of the faithful with clergy and Communication Committee
- Provides cemetery information
- Processes miscellaneous correspondence and tax letters
- Takes care of and updates database on a regular basis and sends out year-end statements
- Processes and posts payments for Capital Campaign / answers questions or concerns as they arise regarding Capital Campaign, makes sure that monthly second collection for Capital Campaign is prepared and promoted
- Assists parish staff for any secretarial and related office needs
- Updates and recommends computer hardware, software as needed
- Maintains all office supplies including paper, envelopes, letterhead, pens, etc and assists with copy machine usage
- Works with Parish Business Manager and Pastor to implement, communicate, and fine tune new processes and procedures to Staff, Ministry Leaders, and Parishioners
- Head of Communication Committee: Coordinate with Comm. team members, liaison between team and pastor,
- Corresponds heavily with the Pastor, Parish Staff, Comm. team, Ministry Heads and Group Leaders, and parishioners
- Update the Parish Website as needed
- Follow up on all upcoming weddings (make sure all monies are in 30 days prior to event)
- Process and complete deposits and entries outside of regular Sunday and Second Collections (**w/ Parish office assistant**)

- Maintains all current and process new registrations for the Parish (**w/ Parish office assistant**)
- Orders collection envelopes for new parishioners and takes care of second collection envelopes and distribution of Collection materials. (**w/ Parish office assistant**)
- Records and processes all baptisms, weddings, deaths, first communions, and confirmations, etc. (**w/ Parish office assistant**)
- Processes all phone calls and tends to parish guests (**w/ Parish office assistant**)
- Responsible for bulk mailing including Easter, Christmas & Finance parish mailings (**w/ Parish office assistant**)
- Responsible for and issues and monitors facility keys (**w/ Parish office assistant**)
- Delivers, pick ups and sorts parish mail (**w/ Parish office assistant**)
- Helps coordinate activities with volunteers (**w/Parish office assistant**)
- Sends out Capital Campaign statements on a monthly basis/as needed (**w/ Parish office assistant**)
- Makes sure that office is open in a timely manner and locked up in the evening (**w/ Parish office assistant**)
- Available on Saturdays
- Additional duties assigned as needed

* **RESPONSIBILITIES WITH Parish Office Assistant** – duties & responsibilities that are completed with assistance from the Parish Office Assistant

QUALIFICATIONS NEEDED:

- Knowledgeable in WORD, PUBLISHER and EXCEL software and other Microsoft applications
- Excellent verbal and written communication skills; bilingual preferred
- Good interpersonal skills and ability to collaborate
- Ability to set priorities and organize work effectively
- Ability to understand technology and to adapt to emerging systems
- Ability to work independently and maintain confidentiality
- A practicing Roman Catholic with knowledge of Parish life and the church teachings
- Familiar with social media platforms
- At least three years of administrative experience

SALARY:

- Salary is commensurate with level of experience and Diocesan Salary Guidelines

Interested candidates please submit resume and letter of intent to Gina Mehta at gmehtasaintjosephmsj.org.

Deadline to apply: July 16, 2021

