

St. Francis of Assisi
JOB DESCRIPTION
for
RECEPTIONIST / ADMINISTRATIVE ASSISTANT
Part Time
(Wednesday, Thursday, & Friday)
(Revised May, 2017)

ACCOUNTABILITY: The Parish Secretary is accountable to the Business Manager.

GENERAL QUALIFICATIONS: This position requires secretarial, communications and personal interaction skills; five years experience in similar work in a parish setting is desirable. The position requires the ability to work unsupervised and in groups of staff members and/or volunteers, and with parishioners, visitors, and the general public. The minimum educational requirement for this position is a high school diploma.

SPECIFIC SKILLS AND EXPERIENCES:

- A. The position requires a basic understanding of the parish, how it operates and staff functions.
- B. The position requires communications skills including the ability to communicate verbally and in writing; telephone skills including answering and directing calls and messages.
- C. The position requires personal interaction skills including the ability to greet and interact with visitors, direct inquiries, maintain confidentiality in all matters, and work with volunteers performing administrative activities.
- D. The position requires secretarial skills; and knowledge of, experience with, and proficiency in the use a variety of office software products including, but not limited, to Microsoft Office, Parish Data Systems (primarily Census), internet browsers and e-mail.
- E. The position requires knowledge of, experience with, and proficiency in the use a variety of office equipment including, but not limited, to an automated telephone system, computers, fax machines, reproduction equipment, folding/sorting machines, and audio visual equipment.

TIME COMMITMENT:

The position is part-time. The average weekly time commitment is 16 hours per week for employee #1, and 24 hours per week for employee #2. The actual work week may be adjusted by the supervisor to accommodate weekly changes. This position may include some evening and/or weekend work on rare occasions.

RESPONSIBILITIES: The Receptionist will strive to provide, within the highest professional standards, professional services to visitors, parishioners, and staff at all times. General responsibilities include:

- A. Welcoming and greeting people who come to the parish.
- B. Handling routine questions and provides appropriate information as delegated.
- C. Answering the telephone in a professional manner, taking messages and/or forwarding calls to the appropriate person
- D. Assisting with clerical support such as filing, copying, mail, typing, general correspondence, reproduction, and staff and volunteer communications
- E. Maintains parish registration and sacramental databases and records.

SPECIFIC DUTIES:

- A. Welcomes and greets people who come to the parish. Provides general information and answers questions regarding the parish and general parish policies. Directs visitors to the appropriate staff person and/or takes messages for staff.
- B. Answers phones, takes messages and/or refers callers to appropriate staff person, receives and distributes faxes, receives and distributes mail and package deliveries.
- C. Monitors the Parish Online Calendar daily.
- D. Provides secretarial and administrative support for the pastor. This includes screening phone calls, preparing letters or reports for the pastor's signature, being cognizant of the pastor's schedule, and coordinating appointments.
- E. Provides administrative support for the pastor's sacramental activities including maintaining and researching sacramental records, recording Mass intentions and stipends, preparing baptismal and other certificates, helping the pastor schedule clergy for special occasions.
- F. Maintains the parish databases (PDS Census) including updating and maintaining the parish registration information, posting contributions, providing reports, preparing annual donation statements, and coordinating information with outside sources.
- G. Provides administrative support for the parish office including ordering supplies, coordinating special mailings when needed and coordinating parish activities with the parish Communication Director. Interacts with volunteers and outside vendors.
- H. Participates as a member of the parish staff. This includes attending regularly scheduled staff meetings and working closely with the pastor and the parish business manager.
- I. Participates in Parish Data System User Group, as a part of regular professional development.