

Sts. Hedwig and Adalbert Parish wishes to hire a part-time office assistant.

The parish office assistant projects the parish's vision and goals through interactions with the pastor, visitors, parishioners, colleagues, and supervisors. They must be able to appropriately relate to parishioners and guests of the parish, while showing respect and compassion in delivery of his or her services. The parish office assistant assists the pastor, operations manager, and other staff with administrative support.

Essential Duties and Responsibilities: He or she screens calls, answers questions, and forwards messages in a timely manner, resolving problems within scope of authority and responsibility. Must observe confidentiality at all times. Must receive parishioners and visitors in a courteous and respectful manner. Receives and distributes incoming mail; sees that outgoing mail is picked up. Type correspondence and other documents, including but not limited to weekly Sunday bulletin, year-end offertory statements, and seasonal mass communications. Proofreads, edits, duplicates, and distributes materials as necessary. Maintains accurate parish roster and mailing list. Uses judgment and pre-established policies to requisition necessary office supplies as needed. Maintains accurate sacramental records, notifications, and certificates. Maintains parish calendar and mass intentions. Operates office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions. Performs other related duties as assigned by pastor.

High-school diploma required or GED. Possesses a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook. Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities. Must maintain a high level of attention to quality, detail, accuracy, and efficiency. Must have good communication skills with the pastor and parish or business manager keeping them apprised of work projects. Must have the ability and experience to work in a respectful team environment with other parish personnel. Requires above average communication skills including verbal, written, and listening. Possesses organizational and interpersonal skills including tact, courtesy, and diplomacy. Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment. Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to define problems, collect data, establish facts, and draw valid conclusions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must be able to regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Hours are negotiable; however, the position may require some evening and weekend hours. Two years' experience in an office setting performing secretarial duties is a plus. Practicing Catholic preferred and registered member of a Catholic parish faith community. Salary and hours are negotiable. Please submit résumé and references to Rev. Thomas Extejt at 3233 Lagrange Street, Toledo, OH 43608, or to tjextejt@bex.net.

