

Job Title: Administrative Assistant

Reports To: Lead Administrative Assistant
Location: Little Flower Catholic Parish, Toledo (OH)
FLSA Status: Hourly Part-Time; Non-Exempt

Position Summary

The Administrative Assistant champions the mission of the parish. Working cooperatively and cheerfully with the Pastor and each member of the Parish Leadership Team, the Administrative Assistant greets, meets and assists parishioners and guests, always displaying interpersonal respect and compassion in the delivery of services. Additionally, the Administrative Assistant provides clerical support to the Pastor and members of the Parish Leadership Team as requested.

Primary Duties and Responsibilities

- Screens calls, answers questions, and forwards messages in a timely manner, resolving problems within scope of authority and responsibility. Contacts frequently involve confidential/sensitive matters necessitating discretion.
- Greets and receives visitors in a courteous and respectful manner, directing them to the appropriate people.
- Receives and distributes incoming mail and assures that outgoing mail is picked up by the post office each day.
- Prepares correspondence and other documents, including but not limited to weekly Sunday bulletin and periodic communications to parishioners.
- Maintains and updates Parish Soft, keeping the membership database current and accurate.
- Coordinates and schedules baptisms, weddings, and funerals, making certain that communications are clear and timely.
- Assist with and facilitate registration process for youth faith formation programs.
- Maintains accurate sacramental records and issues notifications and certificates.
- Maintain attendance in ParishSoft for all youth programming, as well as follow up communication with parents regarding their child's attendance, as necessary.
- Receives and records Mass intentions and coordinates stipend collection.
- Willingness to assist with Parish Social Media postings and Parish website updating as requested.
- Performs other related duties as assigned by supervisor.

Job Qualifications

Education/Experience/ Knowledge:

- High school degree required or general equivalency degree (GED) and with at least two (2) years of experience in an office setting performing secretarial related duties.
- High level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook. Knowledge of using general office equipment.
- Proficiency in keyboarding skills.
- Competency with ParishSoft, or other database managements systems, a plus.
- Familiarity with Word Press, or willingness to learn, a plus.

Communication, Interpersonal, Competencies

- Ability to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- A high level of attention to quality, detail, accuracy, and efficiency.
- The ability and experience to work in a respectful team environment.
- Above average communication skills, especially with verbal, written, and listening abilities.
- Excellent organizational and interpersonal skills that consistency display tact, courtesy, diplomacy and confidentiality.
- Must successfully pass the required BCI/FBI background check and all other Protecting Youth requirements prior to employment and every five (5) years while employed with the parish.

Religious Background:

- Active Catholic in good standing with the Church.

Physical Demands and Working Conditions

- The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 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 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.