



OUR LADY, QUEEN OF THE MOST HOLY
**ROSARY
CATHEDRAL**

Our Lady, Queen of the Most Holy Rosary Cathedral
Administrative Assistant
Posted April 21, 2021

Rosary Cathedral Parish, located at 2535 Collingwood Blvd. in Toledo, is currently seeking an Administrative Assistant who projects the parish's vision and goals through interactions with the Rector/Pastor, supervisors, colleagues, parishioners and visitors.

Primary Responsibilities Include:

- Ensures the Rector/Pastor and appropriate personnel are apprised in developments and situations, exercising good judgment and ensuring confidentiality is maintained in all areas of responsibility.
- Organizes and coordinates funeral masses, weddings, baptisms and other sacramental services, liturgical ministers and staff as required.
- Records and maintains sacramental recordkeeping system.
- Coordinates, sets-up and assists with administrative needs for meetings, conferences, liturgical celebrations, and other parish events as needed.
- Attends required meetings and gatherings, taking meeting minutes and providing assistance as needed.
- Prepares weekend mass books.
- Assists with greeting visitors, answers telephone and directs calls to the appropriate staff, takes messages and provides information to callers and parishioners
- Records accurate information regarding Sacrament of the Sick phone calls and provides Priest with information in a timely manner
- Monitors emails, responds in a timely manner, forwards to appropriate clergy and staff.
- Develops and maintains effective records and information management systems.
- Ensures timely and professional communication with Clergy, staff, and parishioners.

Knowledge, Skills, and Abilities Required:

- High school degree required or general education degree (GED) and with at least 2 years' experience in an office setting performing secretarial/administrative duties.
- A practicing Catholic who is a member of a parish faith community, is preferred.
- Must have good communication skills; including verbal, written, telephone and email communication with the Rector/ Pastor and other parish staff, keeping them apprised of work projects.
- Demonstrates a positive, respectful and caring attitude with colleagues and all one serves in word and deed.
- Must have the ability and experience to work in a team environment with other parish personnel.
- Must maintain a high level of attention to quality and detail, accuracy, and efficiency.
- Excellent organizational and interpersonal skills including tact, courtesy and diplomacy.
- Requires basic computer skills, including use of database, word processing, and spreadsheet applications. (Word, Excel, Outlook)
- 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.

**Qualified candidates please submit cover letter, resume and salary expectations via email to:
Rev. Msgr. William Kubacki, wkubacki@toledodiocese.org.**