

# **Administrative Assistant Job Description**

## **JOB PURPOSE:**

The Administrative Assistant is responsible for creating and maintaining an organized, hospitable, productive and effective atmosphere in the front office, assuring a good “first impression” for all parishioners and guests. They help develop systems of filing and organization that improve the fluidity of basic office functions so that the parishioner is better served, and the mission of the parish is better accomplished.

The Administrative Assistant oversees projects directed by the Director of Operations as well as representing the parish office to parishioners, referring to the competent staff or office when necessary.

The Administrative Assistant administers the timeline and paperwork involved in the marriage preparation and registration at the parish. They work closely with Diocesan Offices to implement the requirements of the Diocese and adheres to universal and particular canon law as it relates to canonical processes and preparation requirements.

## **GOALS & OBJECTIVES:**

The Administrative Assistant will promote a healthy and productive environment of Christian hospitality in the front office while improving operations and developing strategies to aid efficient job performance and the staff's ability to serve the people of the parish.

- Promote a healthy and hospitable front office, maintaining a neat and attractive setting
- Prepares and manages all marriage files and works closely with engaged couples to ensure timely completion of the requirements.
- Ensures that the nursery is staffed upon request

## **REPORTS:**

Direct Manager: Director of Operations

## **TYPE:**

Non-Exempt, Part Time, up to 17 hours a week without benefits

Able to work flexible schedule as necessary (nights, weekends)

Hiring Range at 15.00-17.00 per hour

**DUTIES & RESPONSIBILITIES (to include but not limited to):** Other duties may be assigned. This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

### **Front Office Management**

- Welcomes guests, answers phone calls, checks email/voicemail, and directs inquiries
- Develops file retrieving systems, message delivery systems, mail filing, etc.
- Maintains a neat and attractive appearance of the front office and narthex

- Oversees the timely opening and closing of the office. Ensures all machines are on/off, answering service is accurate and on/off, windows and doors are un/locked, and all appropriate lights and heat are on/off
- Promotes efficient use of time and resources in the office
- Directs persons in need to various assistance programs supported by the parish or Diocese

#### **Parish Coordination**

- Facilitates communication between pastoral and formation staff and other parish groups
- Coordinates, trains and schedules nursery workers upon request for parish functions
- Generates certificates and/or generate information for sacraments as requested or needed
- Assists with mailing needs of the office

#### **Staff Support**

- Manages supply orders needed by staff and/or volunteers
- Oversees inventory of office supplies. Orders materials, supplies or equipment as needed
- Makes copies for staff members
- Assists faith formation team as needed

#### **Weddings**

- Assist Parish Secretary in scheduling newly engaged couples with pastor or parochial vicar for first meeting
- Work with Diocesan Tribunal/Office of the Chancellor to ensure all canonical regulations are met
- Ensure engaged couple has access and completes all elements of the preparation process in a timely manner
- Schedule couple and introduce them to FOCCUS/PREPARE inventory and facilitators
- Make any necessary recommendations to meet with clergy should more difficult questions/needs arise
- Introduce engaged couple to wedding Coordinator
- Mail in Civil Marriage License to designated recipient
- Ensure Sacramental Records are updated with notices sent to parish of baptism
- Work with Wedding Coordinator to ensure all necessary paperwork/preparation work is completed and stipends/fees are collected in advance of wedding
- Coordinates with Pastor and engaged couple for rehearsal

#### **TECHNICAL SKILLS & KNOWLEDGE PROFILE:**

- One to three years' experience in clerical work or management preferred
- Strong organizational leadership skills along with oral & written communication skills required
- Good organizational and file management skills required
- Demonstrated effective management of people and processes required
- Basic knowledge of Microsoft Office and Email
- Good understanding of the Catholic Church and its teachings, especially in regard to the Sacrament of Marriage, Hierarchical structures, and simple canonical processes required

**PROFILE FOR SUCCESS:**

- Cooperation and teamwork: Works well with others
- Judgment in job performance: Decision making ability
- Reliability and quality of work: Achieves results
- Mission of the Church: Connects the work of the parish office to the parishioner experience
- Takes initiative: Develops continuously
- Communication: Professional demeanor and interpersonal skills
- Supervision and leadership: Leads courageously
- The employee is expected to be a practicing Catholic in good standing with the Catholic Church and an active member of a Roman Catholic Parish.
- As all diocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of the parish is expected to model virtue and justice.
- Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
- Foster respect and dignity of all, do not gossip, do not slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity, personal issues do not interfere with managing work responsibilities
- Adhere to business professional dress code

**SIGNATURES AND APPROVALS:**

**Review and Approval:**

Director of Operations: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement and Approval:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_