

## **SECRETARY RECEPTIONIST**

The Secretary/Receptionist welcomes and answers who visit, telephone, or email the Parish Office, as well as provides administrative and related office services to staff and members of parish councils and committees.

**REPORTS TO:** Pastor

**FLSA STATUS:** Non-Exempt

### **RESPONSIBILITIES INCLUDE:**

#### **A. Receptionist Services for the Parish Office**

1. Welcome and assist visitors.
2. Answer email inquiries, telephone and direct calls appropriately.

#### **B. Secretarial Duties for the Pastor and Staff**

1. Sort daily incoming mail, keep track and coordinate/prepare mailings when needed.
2. Operate office machines and monitor their maintenance schedules.
3. Order and/or purchase office supplies after soliciting requests and consultation.
4. Coordinate and prepare the weekly bulletins and pulpit's announcements.
5. Record and coordinate Mass intentions with the Pastor, prepare "Mass Offering/Remembrance" cards for those who requested, and coordinate with the Bookkeeper to pay the Priest Celebrant for his proper Mass stipends.
6. Assist the Pastoral Assistant in maintaining sacramental information on database and in record books, sending sacramental notifications or information requests, and ministry-related matters.
7. Assist the Bookkeeper in maintaining parishioners' family information and contribution records using Servant Keeper or a similar software.
8. Provide assistance in other areas as needed by the Pastor.

#### **C. Council/Committee Supports**

1. Coordinate or obtain minutes/agendas for the Pastoral, Finance, and Inter-Parish Councils or ad hoc committees set up by the Pastor.
2. Maintaining the database of members, email to the appropriate members the necessary information before and after each meeting.
3. Post meeting minutes on the Parish's website under the "Parish News" section.

### **POSITION SPECIFICATIONS/REQUIREMENTS:**

1. Must have knowledge of and skill in using personal computers, especially high proficiency in using Microsoft Office products, as well as the willingness to learn new software programs as needed.
2. Must have ability to communicate verbally and in writing, especially maintaining confidentiality and good interpersonal skills.

### **WORKING ENVIRONMENT:**

Part-time (typically 20 hours per week) office hours in a casual parish office environment.