



Church • School • Preschool



PARISH NAME: St. Clare

Position Title: Administrative Assistant

Opening Date: 01/12/26

Closing Date: Open Until Filled

Location of Job: St. Clare Portland

Location Address: 8535 SW 19th Ave. Portland, OR 97219

Position: Full Time, Benefits Eligible

Position Summary:

Provides administrative support, reception and secretarial services, and coordinates the parish office. Maintains accurate parish records.

Primary Responsibilities:

- Answers telephones, takes messages and coordinates appointments for the pastor. Screens calls for parish staff. Greets and receives visitors to parish and directs to appropriate offices or agencies.
- Creates communications published in the bulletin, website, social media, and mail.
- Types correspondence and reports from rough drafts, notes and/or general instructions. Coordinates and create the weekly parish bulletin or newsletter. Takes minutes and handles correspondence for Pastoral and Administrative Councils.
- Post weekly offertory collections and prepares yearly tax statements for donors.

- Provides information and maintains church records for baptisms, funerals, weddings, new parishioner registration. Updates parish census records on a regular basis.
- Maintains general calendar for all parish facilities. Assists with arrangements for funerals, weddings and special events. Oversees rental of parish hall, kitchen, etc.
- Receives, sorts and distributes incoming mail. Handles regular and bulk mailings as required.
- Maintains accurate rosters, mailing lists and schedules, along with parish records and other files.
- Oversees maintenance of parish office equipment and orders and maintains supplies for office and other parish needs.
- Security: maintains access security access to buildings for staff, volunteers, and parishioners
- Codes accounts payable invoices and check requests for Accountant.
- Handles petty cash monies.
- Handles copy projects as required.
- Maintains a strict level of confidentiality on all matters relating to Parish/School business.
- Performs other work-related duties as requested.

Required Knowledge, Skills, and Abilities:

- Understanding of general principles of office operations and secretarial procedures.
- Proficiency with computer, calculator and all basic office equipment, including experience with word processing software, CanvaPro, and spreadsheets.
- Must be able to prioritize workload to meet demands.
- Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines.
- High level of accuracy and attention to detail with ability to maintain confidentiality.
- Keyboarding at 50 wpm and 10-key by touch. Ability to use telephone for long periods of time.
- High level of accuracy and attention to detail with ability to maintain confidentiality.

Minimum Qualifications:

- High School graduate with three to five years secretarial experience.

- Two to four years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures.
- Practicing Catholic preferred.
- Valid driver's license.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Please submit your resume and cover letter to santo@saintclarechurch.org.