

CO-CATHEDRAL OF ST. THOMAS MORE JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT / MISSION COORDINATOR
FLSA STATUS: EXEMPT
RANGE: FULL-TIME

Primary Function: The Administrative Assistant / Mission Coordinator supports the Rector in implementing ministry growth initiatives, establishing community outreach projects, promoting effective internal & external communication and providing administrative support.

Parish Mission: We exist to reflect Jesus Christ, to worship Him and to proclaim His good news to all.

Essential Duties and Responsibilities

- Performs as a lay minister in support of the parish and the Diocese's spiritual and pastoral mission; performs as both a spiritual and administrative leader in the parish.
- Abide by Catholic principles in the minister's professional and private life, and shall govern his/her professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures.
- Provide administrative support to the Rector through managing his calendar, appointments, correspondence, documents, travel and any other administrative needs.
- Direct communication with parish, staff and Diocesan staff at the guidance of the Rector.
- Manage the day-to-day operations of the parish office, ensuring efficiency and effectiveness.
- Coordinate with parish ministries to assist them with engagement and growth within the vision of the parish.
- Implement community outreach initiatives at the direction of the Rector.
- Oversee special projects for the Rector, ensuring timelines are met and goals achieved.
- Responsible for the scheduling, communication and coordination of facilities, including buildings and grounds, for parish events, internal staff and outside individuals/groups.
- Maintains internal and external parish calendars and is responsible for communication pertinent for the same.
- Prepares and schedules Mass and liturgy assignments for clergy.
- Coordinates schedules and communicates with external priests for celebration of Mass/liturgies during vacation/absence of parish clergy.
- Communicates and obtains Extern Priest Clearance for non-Diocesan clergy for the celebration of sacraments at the parish with our Diocese and external priests/Dioceses.
- Create and prepare Welcome Announcements for Sunday and special liturgies.
- Create and prepare Prayers of the Faithful for Sunday and special liturgies.
- Ensures office employees are appropriately managed and evaluated; provide education and training to employees as necessary.
- Coordinates and directs communications for Red Mass and other special liturgies.
- Performs duties of Front Desk Associate and Office Assistant, in their absence.
- Participates in parish and Diocesan faith building programs and activities.
- Attends staff meetings and other committee meetings appropriate to the position.
- Attends Diocesan meetings for training and development.
- Maintains confidentiality in all areas of responsibilities as required.
- Flexibility with work schedule, including working evenings & weekends.
- Perform other duties as assigned.

Supervision:

Supervised by: Rector
Supervises: Front Desk Associate and Office Assistant
Leads/Guides: Staff and volunteers as directed by Rector and Business Manager

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and overtime work may be required
- Proficiency in computer technology to include word-processing, spreadsheets and power point
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background, criminal history, and credit history check

Education and Experience:

- Bachelor's degree in business or public administration or equivalent experience
- 3-5 year's administrative management experience
- Prior success as an office manager or equivalent in another Catholic parish or other similar

Reviewed/Revised by:

_____ Date_____

_____ Date_____