

Job Description: Office Administrator

Full-Time Position: 32-40 hours per week. **This is a non-exempt position.**

Vacation Package: Up to 2 weeks/year paid vacation (based on length of employment)

Sick Days Allowed: 1 day per month (totaling 12 days per year)

Available Benefits: 401-K Retirement plan, continuing training and education in area of focus

General Description

Duties include, but are not limited to: being responsible for organizational resourcing, money management, database maintenance, public relations, and social media; administrative support for members of the parish/staff and various other committees, ministries and volunteers within the church. This position will require the Diocesan background check, credit check, and successful completion of the Diocesan Safe Environment online courses.

Job Responsibilities

- Process weekly collection from Offertory, Second Collection, and Online deposit to include data entry in the Ministry Platform (MP) and check processing through Remote Express Deposit.
- Process deposits of all incoming office checks and cash weekly, and data entry of deposits in MP system.
- Provide administrative support for parish pastoral and finance committees.
- Maintain current data on all parishioners and visitors in MP system. Conduct searches and prepare reports as needed for mailings and committee reports.
- Function as purchasing agent for the staff and ministries to include online and local purchases.
- Coordinate and support parish engagement programs, (e.g.: Building Campaign, Catholic Sharing Appeal.)
- Coordinate the Ministry Scheduler and link current schedules to parish website.
- Provide administrative support for all parish ministries and organizations.
- Publish instructions, guidelines, and pamphlets for ministries.
- Maintain parish website with updates, breaking news, and fresh content.
- Maintain parish Facebook, monitor content, create postings, upload bulletins and fresh content.
- Maintain and publish information to parish social media accounts.
- Maintain MyParish app and upload bulletin, Flocknote and Formed.org. Send out information through emails/Flocknote.
- Safe Environment Manager for parish includes monitoring and inputting data from Safe Environment courses completed and VECHS waivers and background checks for volunteers, and employees. Ensures all volunteers and staff are compliant with Diocesan Policy.
- Process reports from MP system to include parishioners' Tax Statements, and Building Campaign and offertory envelopes for parishioners.
- Review updates to Florida Labor Laws and implement purchase and posting of the all employment posters to meet state and federal compliance.
- Create offertory envelopes for new parishioners.
- Create and distribute seasonal cards from pastor to parishioners.
- Design and purchase advertising for parish, (e.g.: billboards, and newspapers).

JOB SCOPE: Position encounters both recurring work situations and occasional variations. Operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

COMMUNICATION/CLIENT CONTACT: Contacts are made with others, both inside and outside the church, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both Priest/staff request(s) and, on the employee's own initiative.

SPECIFIC JOB SKILLS: Understanding of general principles of office operations and procedures. Proficiency with computer, calculator and all basic office equipment, including experience with Microsoft Word, Excel, Publisher and social media outlets. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skill with ability to meet deadlines. Must be able to work independently and be a self-starter who can identify needs and act to make and/or recommend improvements when noted. Must have ability to effectively present information to top management, public groups. One to two years in related field preferred. Some accounting/financial experience helpful.

PERSONAL TRAITS: Must be flexible and able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure; communicate effectively with people from all socioeconomic backgrounds; must have professional appearance and demeanor.

WORKING SITUATIONS: Primarily an inside environment, protected from weather. Requires some variable hours and on call response after regular business hours to meet the needs of the parish.

SUPERVISED BY: Pastor

SUPERVISES: N/A

Please submit a resume to the parish office by Thursday, February 5, 2026..