D I O C E S E O F D A L L A S

St. Michael the Archangel Catholic Parish

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| **JOB DESCRIPTION** | |
| **Job Title:**  **Receptionist / Administrative Assistant** | **Reports to:**  **Pastor and Business Manager** |
| **Work Status:**  **Part Time** | **Date:** |
| **FLSA Status:**  **Non-Exempt** |  |

**General Summary of the Position**

Under the directions of the Pastor and Business Manager, the Administrative Assistant supports the parish spiritual and pastoral mission. Fosters communication and works collaboratively with all parish and diocesan employees. Provides skilled administrative services and maintains accurate parish records. Maintain physical and information security at all times; respect confidentiality and privacy.

**Essential Duties and Responsibilities of the Position**

* Provides administrative and clerical services to the Pastor, Business Manager, Ministries, and Parish Organizations.
* Provides receptionist services for the Parish Office: records clear and accurate messages, handles routine questions regarding Church policies, events, sacramental requirements, greets and assists visitors.
* Maintains wedding/quinceanera and funeral schedules in PDS.
* Coordinates and schedules baptisms and Funerals or Memorials.
* Distributes mail and other related material.
* Maintains Mass Intention book and cards.
* Monitors and orders office supplies.
* Updates parish bulletin boards.
* Monitors parish emails daily, route emails to appropriate personnel and responds when necessary.
* Maintains parish records of marriage, baptisms, and deaths,
* Monitors Toshiba copier and ink supplies.
* Coordinates Bishops Annual Appeal.
* Prepares documents for the monthly Baptism Class, i.e. handout material, attendance roster, confirm payment and class certificates.
* Gather and confirm all necessary documents in preparation for the monthly baptisms, i.e. birth certificate, sacramental documents, Baptismal Certificate, etc.
* Prepares materials for Catholic Charities Food Drive two times a month, i.e. reproduce rosters and put on clipboards, ensure bag has the necessary supplies and gather everything to ensure ready for next drive.
* Prepares and distributes staff meeting minutes
* Manages telephone message system (office hours, inclement weather and other recorded messages).
* Keeps reception area and closet supplies neat and organized.
* Consistently arrive at work, meetings and other designated times by the scheduled start time.
* Requires basic clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as personal computer, copier, and associated equipment that can be learned on the job within several months.
* Sorts and stamps out-going correspondence, addresses envelopes and packages, and prepares printed matter and other material for mailing.
* Enters information or data to personal computer or computer terminal following established procedures.
* Investigate and prepare Good Standing Letters
* Able to read, comprehend and apply job-related written material.
* Demonstrates professionalism in conduct, demeanor, and work habits.
* Receives payments ensuring accurate receipt is prepared.
* Meets staff development guidelines as set forth by the Diocese/local administration.
* Other duties as assigned by the Pastor or the Business Manager.
* Abide by all policies as outlined in the Diocesan Office Handbook of Policies and

St. Michaels policies.

**Position Requirements**

**Knowledge, Skills and Abilities:**

* Must have a working knowledge of and a strong commitment to the mission of the parish and the Catholic Church. Ability to successfully pass a background check, criminal history and credit check. Must complete Safe Environment training. Must be a practicing Catholic.
* Must have professional and well developed “interpersonal skills”.
* Must have the ability to maintain confidentiality in all matters.
* Skill in handling multiple tasks simultaneously.
* Skill in organizing and relating information in an understandable format in written, oral, diagram, or schedule form.
* Skill in job appropriate technology.
* Must be bilingual and have excellent English and Spanish communication skills, verbal and written.
* Exercise courtesy and respect to fellow employees, parishioners and the general public.
* Ability to train others.
* Ability to work independently and as part of a team.

**Education and Experience:**

* Individual must have knowledge of and experience is using a personal computer, type 45wpm, proficient in Microsoft Word, Excel, Power Point, EMS and Publisher a must.
* High school diploma or equivalent, required.
* 2 years’ experience as a receptionist or related field, required.