

Part-Time Parish Secretary

St. Mary Catholic Church, Pendleton, Oregon

Reports to: Pastor

Classification: Part-time, non-exempt | **Hours:** Approximately 15–20 per week, Monday-Friday 9 a.m. - 12:30 p.m.

Position Summary

The Parish Receptionist serves as the first point of contact for parishioners and visitors, offering a welcoming presence and efficient administrative support. This position assists the pastor and staff, manages routine office tasks, and ensures the smooth daily operation of a small parish office in a manner consistent with the teachings and traditions of the Catholic Church. A Catholic background is preferred.

Key Responsibilities

- Greet and assist visitors; answer, screen, and route telephone calls and emails with courtesy and professionalism.
- Maintain front desk coverage and ensure the office environment is orderly and hospitable.
- Manage parish calendars (Masses, facilities, meetings); coordinate room reservations and keys.
- Receive and record Mass intentions and stipends in accord with Diocesan policies; maintain the Mass intention book.
- Provide basic assistance with sacramental records (baptism, marriage, etc.), respecting canonical and Diocesan requirements and confidentiality. This includes updating current records and maintaining future records in Parishsoft Family Suit.
- Prepare routine correspondence, simple flyers, and announcements. Assist with the parish bulletin (proofreading, data entry, and basic layout as directed); prepare, print, and make available each week.
- Update basic parish information on the website or parish communication channels as assigned.
- Receive mail and deliveries; sort, distribute, and post outgoing mail.
- Maintain accurate files (paper and digital) of vendors and financial records.
- Manage vendors and simple inventories of office, liturgical, and hospitality supplies; place orders as approved by the Pastor.
- Assist with volunteer coordination (sign-ups, reminder calls, roster updates).
- Handle routine cash/check receipts at the desk (e.g., stipends, fees) in accordance with parish procedures; prepare logs for bookkeeping staff.
- Perform light housekeeping to support a hospitable environment (approx. 5–10% of hours): wipe counters, empty small trash bins, restock paper goods/soap, spot-clean spills, and perform basic restroom tidying as needed between custodial visits (e.g., restock, quick wipe-downs). Deep cleaning remains the responsibility of custodial staff or vendors.
- Attend and report at regular staff meetings and parish council meetings.

- Assist in recruiting volunteers for administrative and ministerial support.
- Support clergy and staff with other reasonable administrative tasks as needed. •Any other task the Pastor may request.

Required Qualifications

- Practicing Christian comfortable working in a Catholic parish environment and respectful of the Church's mission and traditions.
- High school diploma or equivalent; prior experience in reception, administrative support, or customer service preferred.
- Successful completion of Diocesan Safe Environment requirements and a background check will need to be completed before hire.
- Ability to maintain strict confidentiality, discretion, and professional boundaries.

Necessary Skills

- Communication: Clear, courteous verbal and written communication in English; excellent telephone etiquette; attentive listening.
- Organization & Time Management: Ability to prioritize, meet deadlines, and manage multiple tasks with attention to detail. Follows parish safety guidelines for cleaning products and uses appropriate personal protective equipment; promptly reports maintenance issues. Comfortable coordinating with custodial vendors or volunteers for needs beyond light tidying.
- Office Technology: Proficiency with Microsoft Office (Word, Excel), Google Workspace (Gmail, Calendar, Drive), and basic database entry. Familiarity with parish/church management software (e.g., ParishSOFT, Breeze, Planning Center) is a plus.
- Record-keeping: Accurate data entry; careful maintenance of logs, calendars, and files; basic proofreading.
- Interpersonal Skills: Warm, patient, and diplomatic when assisting clergy, parishioners, and the public; able to work both independently and as part of a small team.
- Discretion & Judgment: Handles sensitive information appropriately; follows established policies and procedures.
- Bilingual Ability (Preferred): Though not necessary, ability to communicate in Spanish will be helpful.
- Basic Office Operations: Copier/printer use, postage preparation, supplies management; simple bulletin or flyer formatting (training available).

Physical/Work Conditions

- Predominantly seated office work with periods of standing and walking; occasional lifting up to 20 lbs (paper boxes, supplies).
- Regular presence during scheduled office hours and occasional parish events as needed. Compensation & Schedule
- Hourly compensation commensurate with experience.

- Regular schedule: Monday-Friday, 9 a.m. to 12:30 p.m. Limited evening/weekend availability may be requested for special needs.

To Apply

Please submit a resume, a brief cover letter describing your interest and qualifications, and two references to St.mary3615@outlook.com or at the parish office during operating hours. Applications will be reviewed as received until the position is filled.