

**Parish Receptionist / Administrative Assistant
All Saints Church**

Overview

All Saints Church is seeking a warm, organized, and professional individual to serve as our Parish Receptionist and Administrative Assistant. This vital team member supports the pastor and parish staff by managing front office operations, maintaining sacramental and administrative records, and offering compassionate hospitality to all who walk through our doors.

Key Responsibilities

Front Office & Guest Services

- Greet and assist all visitors and callers warmly and professionally
- Manage general parish email and telephone inquiries, routing as appropriate
- Maintain reception area, distribute mail and faxes, and support bulletin communications
- Assist with scheduling meetings and coordinating facility use

Administrative & Records Management

- Maintain parish files, calendars, and sacramental records (baptisms, weddings, funerals)
- Register new parishioners and update donor and contribution records
- Manage Mass intentions, distribute Mass cards, and maintain intention book
- Support offertory processes and prepare donation reports for bookkeeping
- Enter data in systems such as ParishSOFT, OSV, or equivalent platforms
- Assist with event coordination, supply inventory, and literature distribution
- Record mass intentions
- Record deposits from ministries and secure in safe

Program & Ministry Assistance

- Support parish programs including liturgy preparation, marriage prep, and youth ministry
- Assist with sacramental preparation classes and paperwork processing
- Coordinate CMG/Virtus volunteer compliance and training records
- Support coordination of volunteers and front office coverage

Qualifications Required:

- High school diploma or equivalent
- 3–5 years of clerical, administrative, or parish office experience
- Fluency in Microsoft Office (Outlook, Word, Excel), email systems, and data entry software
- Clear verbal and written communication, legible handwriting, and attention to detail
- Strong organizational and multitasking skills
- Emotional intelligence, including empathy, patience, and discretion
- Trustworthiness with sensitive data and financial handling
- Ability to pass background check and complete Virtus and Child Protection training within 30 days

Preferred:

- Bilingual (Spanish and English)
- Familiarity with Catholic sacramental practices and parish life
- Parishioner of All Saints Church

Physical Requirements:

- Ability to lift up to 20 pounds
- Comfort working both independently and as part of a collaborative team

To Apply

Send a resume and cover letter to manager@allsaintscatholic.us with the subject line “Parish Admin Application.”