

Prince of Peace Catholic Community Job Description

Position Title: Parish Secretary

Full Time: 35 hrs/week

Hours: Monday – Friday 8:00am - 3:00 pm with 30 minutes for lunch

Reports to: Pastor and Parish Manager

Job Purpose: The general purpose of the secretary is to provide receptionist and administrative support for the parish office.

Essential Duties

- Receives, screens, and directs incoming phone calls, takes messages as indicated and handles routine questions regarding parish activities.
- Welcomes and assists visitors to the office. Directs them to appropriate minister/staff when unable to provide the information or services they need.

Secretarial and administrative support to Pastor and parish staff

- Maintains and updates the parishioner data base.
- Maintains and updates the parish sacramental register and Parishsoft.
- Coordinates and distributes information regarding sacraments to other parishes/diocese.
- Prepares sacramental certificates.
- Prepares weekend mass intentions list and general intercessions.
- Monitors and orders office supplies, and coordinates office equipment maintenance with parish manager.
- Collect mail from mailbox and deliver to Parish Manager
- Post weekly donation envelopes to Parishsoft database.
- Provides offertory envelope vendor with updated parishioner lists as needed.
- Maintains safe and clean reception area.
- Assists parish staff as requested and needed.
- Performs various general office tasks as assigned/delegated by Pastor or Parish Manager.

Competencies and Qualifications

- Be a fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043)
- Excellent organizational skills and an ability to handle multiple projects
- Proficiency in Microsoft Office and Parishsoft Family Suite
- Must be able to recognize sensitive information and maintain strict confidentiality

- Displays good judgment, emotional control, and integrity
- Good communication and interpersonal skills (patient, welcoming, flexible, dependable)
- Highly motivated with outstanding work ethic and a willingness to perform a wide variety of projects, such as preparing and stuffing envelopes, extensive filing, etc.
- Ability to work efficiently in a team

How to apply

Please email resume to Parish Manager Joe Sena

Email: jpsena@popabq.org