POSITION TITLE: Bilingual - Pastoral Assistant

Opening Date: 10/18/2019

Closing Date: 11/12/2019

Location of Job: St. John the Baptist Catholic Church

Location Address: 10955 SE 25th Ave, Milwaukie, Oregon 97222

Position: Fulltime, benefits eligible

Position Summary:
The Pastoral Assistant represents and supports the Pastor in all parish matters and Archdiocesan priorities. As such, the Pastoral Assistant is responsible for administrative oversight, planning, project management, generation and retention of sacramental and highly sensitive records and documents, and all matters necessary to ensure well-managed parish services. The Pastoral Assistant supervises project teams and parish wide initiatives, requirements and programs.

Primary Responsibilities:

Administrative Responsibilities:
- Assists the pastor with day-to-day activities including managing his calendar, preparation for meetings and events, assisting with correspondence and advising him on unforeseen requirements
- Makes administrative decisions and may speak on behalf of the pastor in his absence
- Serves as liaison between the pastor, parish staff, and the public.
- Communicates, as necessary, the pastor’s decisions to appropriate parties
• Assists the pastor in welcoming and integrating persons into the parish community
• Manages the master parish event calendar, parish data base, room reservations and rentals
• Answers the phone and greets visitors to the parish office, assisting them with their needs or referring them to the appropriate staff member or parish organization
• Takes the lead or participates with committees on projects or tasks such as new initiatives and programs
• Prepares presentations by collecting and analyzing data, and importing materials into appropriate electronic formats
• Serves as staff to parish councils by coordinating activities, handling administrative needs, and acting as liaison with various groups or individuals
• Assists the pastor in developing social consciousness among staff and parishioners and responds to those in need in the community
• Acts as a liaison with the Marriage Tribunal for couples regarding marriage or annulment procedures
• Schedules Mass intentions and maintains parish sacramental records
• Prepares the weekly parish bulletin and uploads to website
• Provides basic support to the Business Manager to ensure proper financial controls
• Provides administrative support to the Youth Team
• Collaborates with School Secretary and Web Administrator to ensure timely and efficient communication throughout the parish and school.
• Publishes, edits, and monitor parish and school social media accounts and usage
• Orders office and janitorial supplies and other supplies as needed
• Maintains strict level of confidentiality about the Church, parish business and parishioners
• Maintains records of high sensitivity and confidentiality

Volunteer Coordinator Responsibilities:
• Builds and maintain strong relationships with parishioners
• Serves as the primary contact for volunteer opportunities
• Publicizes volunteer opportunities via announcements during Mass, weekly bulletin, parish website and Facebook page, email, Flock note blasts, and other media approved by the pastor.
• Manages the safe environment protocols of the Archdiocese and serves as the “Creating a Safe Environment” (C.A.S.E.) training administrator for the parish

Required Knowledge, Skills and Abilities:
Excellent interpersonal and organizational skills and zeal for evangelization

Personal maturity and flexibility, must be creative and responsive, able to multitask serenely

Proven skills in the areas of administrative services, project management, communication and planning. Must be able to prioritize workload and successfully manage multiple projects to meet deadlines and provide excellent service to parishioners

Demonstrated ability to work independently or as a member of a team

Proficiency in use of a variety of office equipment and digital media including Microsoft Office Suite and Google products

This position requires flexible work scheduling to properly administer the program

Completion of annual Archdiocesan safe environment training

**Minimum Qualifications:**

- Valid driver’s license
- Bachelor’s business administration, management, or a related field. Two to four years’ administrative experience with focus on programs and projects
- Must be proficient in oral and written Spanish

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to Reverend John Marshall, frjohn@sjbcatholicchurch.org to apply.