POSITION TITLE: Parish Front Desk Secretary

Opening Date: December 6, 2019

Closing Date: December 20, 2019

Location of Job: St. Pius X Catholic Church

Location Address: 1280 NW Saltzman Rd, Portland, OR 97229

Position: Fulltime

Position Summary: Provides bi-lingual administrative support, reception and secretarial services in the parish office.

Primary Responsibilities:

- Screens telephone calls and parish emails in a timely, professional and pleasant manner, answers questions, routes calls to proper person or agency. Conducts communications with courtesy and confidence.

- Greets and receives individuals or groups at the parish office and provides assistance or directs them to the appropriate offices or agencies.

- Assists Pastor with appointment scheduling and calendar needs.

- Maintains a strict level of confidentiality on all matters relating to parish business.

- Serves as a resource of information to staff, members of the parish, other parishes, the Pastoral Center, and the community.
• Assists with correspondence, reports, and minutes from rough drafts, notes and/or general instructions. Composes and types correspondence on matters not requiring a personal response from the pastor or other church official.

• Assures that outgoing mail goes to the mailbox on a daily basis, receives and distributes incoming mail. Handles all bulk mailings as needed. Checks e-mail daily.

• Tracks new parishioners registered in the parish and sends a letter inviting them to register with the parish. Registers, makes address, telephone or name changes or deletes parishioners from records on a weekly basis. Compiles information needed for monthly offertory envelope orders.

• Assists with maintenance of church sacramental records and annual reporting to the Archdiocese.

• Operates various office machines, including coordination of maintenance, service and training needs for office equipment.

• Maintains inventory and facilitates orders of church office supplies as needed.

• Assists with opening and closing of campus buildings. Oversees church campus key check out process.

• Assists parishioners with Mass Intention requests and information about, stipends, prepares Mass cards, schedules Mass Intentions and maintains Mass Intention Book.

• Assist with updates to answering machine systems. Maintain information regarding location, Mass and Confession times and emergency information.
• Performs other work-related duties as needed.

**Communication/Client Contact:** Contacts made with others both inside and outside the organization, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts made by both supervisor’s request and on the employee’s own initiative.

**Required Knowledge, Skills and Abilities:** Fully capable of communication with both the English and Spanish speaking community. Understanding of general principles of office operations and secretarial procedures. Proficiency with computer, calculator and all basic office equipment, including experience with word processing software. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboarding at 50 wpm and 10-key by touch. Ability to use telephone for long duration.

**Minimum Qualifications:** High School graduate with three to five years’ secretarial experience. Two to four years’ experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Practicing Catholic preferred. Bilingual in Spanish is required. Valid driver’s license.

**Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

**Job Condition:** Work performed in an office setting, under continual, tight deadlines. Employee may be required to attend an occasional evening meeting.

Please send resume and cover letter to Michelle Schleh at mschleh@stpius.org to apply.