



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Receptionist

Opening Date: October 5th , 2020

Closing Date: November 16th, 2020

Location of Job: St. Therese Parish

Location Address: 1260 NE 132nd Ave, Portland, OR 97230

Position: Part-time

Position Summary: We welcome a friendly person that enjoys working with people and loves dogs. Our parish dog, Martin, a 10-year-old black lab, spends his days sharing space with the receptionist.

Job Duties:

1. Receives individuals or groups at the parish office and provides assistance or refers elsewhere, as appropriate.
2. Answers the telephone in a timely, professional and pleasant manner and routes calls to proper person or office.
3. Provides general information and services to persons calling or visiting the parish, as authorized by appropriate staff.
4. Distributes incoming mail and assures outgoing mail is taken to the mailbox or post office on a daily basis. Handles or assists with bulk mailings.
5. Assists parishioners with Mass requests, Mass cards and information about stipends.
6. Coordinates the use and scheduling of parish facilities.
7. Provides typing and limited clerical services for staff.
8. Assists in double custody counting of parish weekend donations.

9. Maintains strict level of confidentiality.
10. Prepares Mass kits.
11. Directs activities of volunteers.
12. Performs other work-related duties as requested.
13. Responsible for record keeping for the parish and proper maintenance of the records of marriage, baptisms, funerals, new parishioners' registrations, and financial contributions.

Required skills, knowledge, and experience:

- 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.
- Ability to prioritize workload to meet demands.
- 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.
- Extensive close work and keyboarding at 50 wpm and 10-key by touch.
- Ability to use telephone for long periods of time.
- Active member of a Roman Catholic parish faith community or have knowledge of and be compatible with the mission of the Catholic Church in Western Oregon.
- Ability to honor and maintain confidentiality.
- Ability to accurately record messages and refer visitors or callers.
- One year of successful experience as a receptionist or equivalent training.
- Ability to give as much love to Martin as he needs.

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 20 pounds.

Please send resume and cover letter to Penny Montani at penny@stthereaseor.org or to apply.