



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Parish Secretary

Opening Date: January 6, 2021

Closing Date: When Filled

Location of Job: St. Matthew Catholic Church

Location Address: 475 SE Third Ave, Hillsboro, OR 97123

Position: Full-time; Monday – Friday; 8am – 5pm; Benefitted

Position Summary: Full-time, bi-lingual (English/Spanish), parish secretary. The successful candidate will be fluent in English and Spanish – speaking, writing, and publishing; have a proven ability to work efficiently in a busy office; be proficient in Word and Publisher; experience with database software required; and have 2 – 3 years’ experience as a parish secretary. High contact with public and parishioners; Commitment to the mission of the Catholic Church required.

Primary Responsibilities:

- Screens telephone calls and emails in a timely, professional, and pleasant manner.
- Greets and receives individuals or groups at the parish office and either provides assistance or directs them to the appropriate offices or agencies.
- Assures maintenance of efficient, effective office record keeping systems.
- Records and maintains church sacramental records.
- Prepares weekly bulletin for publishing company.
- Handles standard and bulk mail.
- Interfaces and communicates with members of the parish, other parishes, the Archdiocese, and the community at large.
- Assists parishioners with Mass Intention requests and maintains Mass Intention Book.
- Processes annual and on-going offertory pledge forms.
- Assists with year-end tax letters under the supervision of the Business Manager.
- Collects, coordinates, and inputs annual and on-going short-term scheduling events into the parish calendar.

- Operates various office machines.
- Maintains inventory and purchases office supplies as needed.
- Ensures answering machine contains information regarding location, Mass and Confession times, and emergency information; changes message for Holy Day celebrations.
- Ensures the information displayed in the Parish Office bookrack and on the bulletin board is current.
- Documents departmental processes and procedures.
- Maintains a strict level of confidentiality on all matters relating to parish business.

Required Knowledge, Skills and Abilities:

- Database software experience.
- Fluent in English and Spanish – Speaking, writing and publishing.
- Commitment to the mission of the Catholic Church required.

Minimum Qualifications:

- 2 – 3 years' experience as a parish secretary

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 Becky Smith at bsmith@stmatthewillsboro.org or fax to 503-648-4489 to apply.