



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Administrative Assistant

Opening Date: October 21, 2021

Closing Date: Until Filled

Location of Job: St. Thomas More Catholic Church

Location Address: 3525 SW Patton Road, Portland, OR 97221

Position: Part Time; 18 hours a week Tuesday - Friday

Position Summary: Seeking a dynamic, dependable and friendly part time administrative assistant. This position will provide administrative and clerical support to STM parish office, to include support (collection and dissemination of information and materials) for the STM Capital Campaign.

Primary Responsibilities:

1. Collaborate with the pastor, business manager and school principal in the coordination of all activities for both the parish and the school (communications, advertising, scheduling, etc.).
2. Prepare, upload, print and distribute weekly parish bulletin and special inserts.
3. Assist parishioners with scheduling Mass Intention requests and Mass cards.
4. Coordinate and maintain records of all parish-wide programs, activities and events.
5. Create, update and maintain parish directory data base, enter parishioner weekly donations, organizational/committee rosters and staff emergency contact information. Update parish census information with the Archdiocese. Prepare year end donation statements, using Parish Data Systems.
6. Distribute weekly literature throughout the church and remove old literature (Bulletins, envelopes, Sentinels, etc.). Receive and distribute incoming mail.
7. Post weekly offertory data. Maintain efficient, effective office record keeping system

8. Answer phones, greet and receive visitors in a timely, professional and pleasant manner and resolve problems within scope of authority and responsibility.
9. Demonstrate efficient and effective organizational abilities to maximize the operating efficiencies of all routine parish functions, activities and operations.
10. Maintain and update parish website.
11. Maintains inventory and orders office supplies as needed.
12. Able to communicate effectively, professionally and respectfully with all internal and external constituents. Compose correspondence on matters not requiring a personal response from the pastor or other leadership.

Required Knowledge, Skills and Abilities:

Proven skills in the areas of organization and administration; have the ability to successfully manage programs and train volunteers. Requires excellent communication skills, both verbal and written word. Attention to details required. Must become proficient with current software and all basic office equipment. Ability to prioritize workload to meet program requirements/needs. Must have the ability to work as a member of a pastoral team and be flexible, creative and responsible.

Minimum Qualifications:

Minimum requirement is a High School diploma or equivalent (an Associates or Bachelor degree preferred), with 2 or more years of office experience and experience with office software programs (Microsoft Office, Word, Excel, Outlook, etc.). Catholic preferred but not required.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Must be able to lift and move items up to 30 pounds.

Please send resume and cover letter to aberent@stmpdx.org (Attn: Annette Berent) to apply.