

## PARISH JOB DESCRIPTION

POSITION NAME: Parish Secretary	PARISH: St. Rita
REPORTS TO: Pastor	EFFECTIVE DATE: When Filled
CLASSIFICATION: Part time, Nonexempt	APPROVED:

**GENERAL STATEMENT OF DUTIES:**

Provides administrative support, reception and secretarial services and coordinates the parish office. Maintains accurate parish records.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Answers telephones, takes messages and coordinates appointments for the pastor. Screens calls for parish staff.
2. Greets and receives individuals or groups at the parish office and provides assistance or directs them to the appropriate offices or agencies and resolves problems within scope of authority and responsibility.
3. Assures maintenance of efficient, effective office record keeping systems.
4. Maintains a strict level of confidentiality on all matters relating to parish business.
5. Records and maintains church sacramental records for baptisms, first communions, confirmations, marriages, catechumenates and deaths. Makes a copy of these records yearly for the Archdiocese.
6. Maintains general calendar for all parish facilities. Assists with arrangements for funerals, weddings and special events. Oversees rental of parish hall, kitchen, etc.
7. Serves as a resource of information to staff, members of the parish, other parishes, the Pastoral Center, and the community.
8. Types correspondence, reports, and minutes from rough drafts, notes and/or general instructions.
9. Collects and coordinates meetings and/or events into a parish monthly calendar. Coordinates with the pastor and staff on a yearly master calendar.
10. Edits, types, and copies the parish bulletin weekly, including any bulletin inserts that are necessary. Makes sure the bulletin cover contains accurate and timely information. Designs and prepares programs for special liturgical celebrations.
11. Assures that outgoing mail is taken to the mailbox on a daily basis; receives and distributes incoming mail. Handles all bulk mailings that are needed. Checks e-mail daily.

12. Tracks new donors that are not registered in the parish and sends them 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. Prepares a parish directory for publication, including listing the parishioners alphabetically as well as geographically as needed.
13. Operates various office machines, including being the “expert” on computer software and hardware maintenance problems.
14. Maintains inventory and requisitions office supplies as needed.
15. Prepares checks as necessary.
16. Assists parishioners with Mass Intention requests and information about, stipends, prepares Mass cards, schedules Mass Intentions and maintains Mass Intention Book.
17. Ensures the information displayed in the Church bookrack and on the bulletin board is current.
18. Makes sure the answering machine contains information regarding location, Mass and Confession times and emergency information, also changing the message when there are special Holy Day celebrations or the pastor is on vacation.
19. Composes and types correspondence on matters not requiring a personal response from the pastor or other church official.
20. Performs other work-related duties as needed.

**JOB SCOPE:** Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

**COMMUNICATION/CLIENT CONTACT:** Contacts are 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 are made by both supervisor’s request and on the employee’s own initiative.

**SPECIFIC JOB SKILLS:** 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 periods of time.

**EDUCATION AND/OR EXPERIENCE:** 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 preferred. Valid driver's license.

**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. Lifts and moves items up to 20 pounds.

**JOB CONDITION:** Work is performed in an office setting, under continual, tight deadlines. Employee may be required to attend an occasional evening meeting and do extensive close and CRT work.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:** N/A

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Employee Signature

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Supervisor Signature

**To apply for this opportunity, please send your resume and cover letter to:**

[tumingli@archdpdx.org](mailto:tumingli@archdpdx.org)