

**ST. JOSEPH CATHOLIC CHURCH
PARISH SECRETARY
JOB DESCRIPTION**

I. DESCRIPTION:

This is the job description for the position of Parish Secretary for St. Joseph Catholic Church. This position primarily assists the Parish Priest and performs secretarial duties pertaining to the office, but may sometimes assist the Office Manager with light secretarial duties as needed.

II. PERSONAL QUALIFICATIONS:

1. Be a person who is driven by the Catholic faith and willing to fulfill the vision and mission of this Parish.
2. Good understanding of the Sacraments of the Catholic faith is needed for this position.
3. Enjoys working with people. Pleasant and welcoming.
4. Has the ability to work as a team with Parish staff members, ministry leaders, volunteers, and Parishioners.
5. Understands the importance of confidentiality of church records and conversations.
6. Great verbal and written communication skills. Bilingual; Spanish and English is preferred.

III. PROFESSIONAL QUALIFICATION:

1. Ability to pass a Level 2 Background Screening. Any exceptions must be approved by the Diocesan Chancellor.
2. Have good computer and typing skills. Have knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher, and Outlook.
2. Have minimum of a high school diploma. Associate degree preferred.
3. Excellent organizational and filing skills.
4. Secretarial experience preferred.
5. Knowledge using Parish software: Ministry Platform.
6. Attention to detail and accurate data entry skills.

IV. SUPERVISION:

1. The Parish Secretary is first accountable to the Parish Priest.
2. The Parish Secretary is second accountable to the Office Manager.

V. SALARY AND BENEFITS:

This is a part-time non-exempt hourly position with a starting pay of \$9.00 per hour. This part-time position offers no benefits, but the office is closed for all major holidays and time off for holidays is paid. The Diocese observes the following holidays each year:

New Year's Day
Martin L. King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving and Day-after-Thanksgiving Day
Christmas Eve
Christmas Day

VI. HOURS AND EMPLOYMENT AGREEMENT:

This position is a 20-25 Hour work week. Vacations are granted on a non-paid basis. Please request vacation time two-weeks in advance.

VII. RESPONSIBILITIES:

This list of responsibilities is not designed to cover or contain a comprehensive listing of all duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Other duties as assigned.

1. Provides secretarial assistance to the Parish Priest.
2. Provides secretarial assistance to the Office Manager.

3. Responsible for picking up mail from the post office each morning and distributing mail.
4. Welcomes and directs visitors and parishioners.
5. Provides administrative, secretarial, and office support to the Parish Priest and Parish staff.
6. Answers all phone calls and forwards calls accordingly, takes messages, etc.
7. Responds to Parish e-mails in a timely fashion.
8. Maintains Priest's calendar.
9. Schedules Mass Intentions and mails Mass Intention announcements.
10. Schedules Priest's appointments.
11. Schedules special events, and meetings.
12. Participates in Parish staff meetings, and Diocesan workshops and trainings.
13. Publishes Parish bulletins, Parish announcements, and other communications.
14. Has knowledge maintaining Parish sacramental records.
15. Maintains Parish memberships.
16. Prepares Baptismal, Marriage, and various other certificates deemed necessary.
17. Coordinates information for baptisms, funerals, and weddings.
18. Generates routine correspondence, digital and written.
19. Maintains a current list of volunteers to contact for different tasks.
20. Files, organizes, and maintains a filing system for all important Parish documentation.
21. Assists with the organization of Parish capital campaigns and Bishop's Annual Appeal.
22. Provide event and program support some weekends and evenings throughout the year.

VIII. PERFORMANCE MANAGEMENT:

The performance of the Parish Secretary will be assessed on a regular basis having regard to:

1. Their performance on the key responsibilities and attributes for this role
2. Their ability to develop and maintain relationships with Parish staff and volunteers.
3. Their participation in fulfilling the vision and mission of the Parish.

IX. WORK CONDITIONS:

Inside environment, protected from weather, but not necessarily from temperature changes.

X. PHYSICAL DEMANDS / TRAITS:

Perceive characteristic of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; sit for prolonged periods of time; frequent walking and /or standing; able to lift, carry, push or pull 35 lbs. maximum with frequent lifting and/or carrying of 20 lbs.