

St. Alphonsus Parish is looking to fill the position of Parish Secretary. Below is a job description detailing the responsibilities involved in that position. Please direct resumes or inquiries to:
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Job Title: Parish Secretary
St. Alphonsus Parish / St. Mary's Assumption Church
Hours: Part-Time

Job Summary

The Parish Secretary serves as the Secretary of the parish under the guidance of the Pastoral Staff. The Parish Secretary is responsible for the daily operation of the parish office, is liaison between parishioners and staff, while providing a welcome environment. The Parish Secretary will also be responsible for relieving the Pastoral Staff of clerical work and minor administrative duties.

Job Description:

Welcomes, greets, and directs parishioners and visitors to appropriate person or location, while also providing general information.

Provides secretarial and office support to the Pastoral Staff and other staff members.

Answers telephone and directs calls, either by transferring calls, voice mail, or email to the appropriate staff member.

Provide information concerning the parish and its organizations, programs, ministries, and services.

Respond to parish emails in a timely fashion.

Date entry, including ParishSoft Giving, and other parish information

Coordinates information for Baptisms, Funerals, and Weddings.

Accurately maintains and records all sacramental records, which include: Baptisms, First Communion, Confirmations and Marriages. This also includes issuing appropriate certificates or forms when requested.

Prepares parish bulletin. This includes collecting information, typing, editing, and creating a layout for the printing of the bulletin. The first draft is to be approved by the Pastor.

Assist pastor with reports required by the Archdiocese and other entities.

Orders supplies for the office and church.

Record Mass intentions and Mass stipends.

Send Mass cards to family of deceased.

Coordinate and maintain Safe Environment Records

Attend monthly Pastoral Staff Meeting.

Other duties may be assigned by the Pastoral Staff.

Desired Qualifications and Skills

Strong organizational skills with attention to detail

Good Communication and computer skills

Ability to be a self-starter and problem solver.