

Part-time Bi-lingual Hispanic Office Secretary Queen of All Saints Parish

As an integral member of the parish staff, he or she shares in the responsibility of the needs assessment, planning and the implementation of efficient office operations.

Rooted and centered in the energy and power of Jesus' call to discipleship, the Part-time Secretary is committed to service to the Church. He or she promotes Gospel values and growth in holiness, values collaboration, and recognizes the necessity for professional preparation and ongoing formation. He or she has a basic grasp of Church teaching/procedures and has an open and willing spirit for further training and knowledge

Job Title: Part-time Secretary: Administration

Job Grade: S-4 Category: Non-Exempt Reports to: Pastoral Associate

Position Overview:

The part-time secretary is responsible for providing secretarial and related office services for members of the parish staff and various other committees and boards.

Essential Job Functions:

Bilingual: Spanish/English with legible handwriting

To be able to answer the phone and front door clearly and with kindness.

Assists callers and visitors, staff and clergy.

Welcome new members and refer them to ministries.

Provide important communication and collaboration between the English and Spanish speaking communities.

Provide translation of documents from English to Spanish as needed.

Office Operations:

Provides secretarial support to the pastor and clergy, staff and ministries.

Processes mail.

Prepare and produce weekly bulletin in English and Spanish.

Sacramental record keeping.

Regulates Safe Environment requirements for all Spanish speaking.

Collect fee schedules.

Oversees the maintenance of parish calendar and facility schedule and monitors facility keys.

Non-Essential Job Functions:

Participates in Pastoral Staff Meetings and Staff Retreat days.

Requirements: · Excellent organizational skills required.

Ability to maintain confidentiality.

Strong computer skills, Word, Excel, and Publisher.

Experience with or the ability to learn all components of the parish software, PDS.

This is a part-time position, 15-20 hours/week and does not include benefits.

To apply for this position or if you have questions, please contact Debra Smith, Business Manager at 415-706-0413 or bm.debrasmith@gmail.com.