



Saint Ann Catholic Church
Administrative Assistant Position

Overview

The Administrative Assistant position is ideal for someone who is a team player, a mediator, and problem solver. The role entails supporting a church office experiencing parish growth and transition. Saint Ann Catholic Church seeks someone who knows how to prioritize tasks, is attentive to details, and enjoys serving others. The responsibilities require multi-tasking and a willingness to serve where needed. Candidates should be self-starters, willing to work collaboratively and familiar with Catholic institutions administration.

Characteristics

Courteous; Detail-oriented; Articulate; Diligent; Flexible; Honest; Cooperative; Organized

Responsibilities, Qualifications, & Skills

- Preparing the Sunday bulletin each week
 - Familiarity with Microsoft Publisher
 - Willing to learn
 - Knowledge of LPI is a plus
 - Basic photo editing
 - Clear verbal & written skills
 - Editing experience
 - Attention to detail
- Serving as the point-of-communication for the front office
 - Answer all emails directed to the church's general email
 - Manage main phone line
 - Cordially greet office guests
 - Embrace the office culture of community
 - Respect for the religious environment
 - Embody Saint Ann Catholic Church's mission & values
 - Manage parish calendar, mailing, parishwide emails, and Mass intentions
- Keeping Records
 - Track and file marriage paperwork
 - Archive new membership registration, envelopes, & mailing
 - Experience with Parish Data Systems preferred
 - Compile, organize, maintain data & communication on parish and diocese initiatives
- Supporting office personnel
 - Order office supplies
 - Assist in the coordination of parish events and Mass preparation
 - Plan & facilitate staff meetings, lunches, & monthly senior lunch
 - Occasionally support special weekend events

Education, Experience, & Required Proficiencies

High school diploma/GED; 2-3 years of experience in administrative/clerical work preferred;
G-Suite/Gmail, Word, Microsoft Windows

Please email your resume and cover letter to nancy@stannash.org.