Parish Secretary Job Description for
Our Lady of Fatima Catholic Church in Alcoa, Tennessee.

FLSA status: nonexempt

Duties may include some or all of the following:

1. Personal Qualifications:
   A. Person who is able to embrace and promote the mission of this parish.
   B. Enjoys working with people. Pleasant and welcoming.
   C. Is willing to work as a team member with parish staff members, parish leaders, ministry leaders and volunteers.
   D. Understands the importance of confidentiality of church records and conversations.
   E. The individual needs to be mature, courteous, and able to interact well with others. As a visible representative of the parish and sometimes the ONLY person in the parish office, this person will need to put the interests of the parish first in all actions and communication with others. Cordial and effective communication with priests, parishioners, vendors, committee members, officers of church councils, and diocesan office personnel is an ongoing necessity.
   F. Trustworthiness, reliability, willingness to maintain confidentiality and the ability to complete routine and delegated assignments in a timely matter are essential.

2. Professional Qualifications:
   A. Bilingual, fluent in Spanish and English is required.
   B. Excellent people skills
   C. Opening and routing incoming mail and preparing outgoing mail
   D. Photocopying all correspondence and other materials as needed
   E. Greeting visitors and responding to general questions
F. Answering the telephone and email and recording and relaying messages
G. Communicating with diocesan offices, vendors, volunteers, and parishioners
H. Prepare and maintain Mass Intention book, payment log, and Mass cards
I. Oversee cleanliness of staff kitchen
J. Excellent organizational and filing skills
K. Attend staff meetings
L. Other related tasks as assigned

3. Educational Qualifications:
   Minimum of a high school diploma or equivalent. An associates degree is preferred.

4. Reporting Function:
   Reports directly to the pastor or an individual designated by the pastor.

5. Scope of Position:
   The parish office is currently open from 8:30 AM to 4:00 PM, Monday through Thursday, and 8:30 AM to 3:00 PM Fridays, 12 months per year. In addition, the office is closed for holidays (about 13 per year), and benefits include 12 sick days and 17 vacation days per year. Other benefits will be discussed at the interview.