

ARCHDIOCESE OF PORTLAND IN OREGON JOB DESCRIPTION

POSITION NAME: Receptionist
REPORTS TO: Hispanic Minister
CLASSIFICATION: Non-exempt

PARISH: St. Cecilia
EFFECTIVE DATE: January, 2020
APPROVED:

GENERAL STATEMENT OF DUTIES: Receptionist, Resource Person, Administrative Assistant to the Spanish Religious Education program, and contact person for communication with parishioners and the broader Spanish speaking community of Beaverton.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *The essential functions/major responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change*

1. Must speak, translate and write in both English and Spanish
2. Greets individuals or groups in the parish office and answers parish main phone line, and provides assistance or refers elsewhere, as appropriate.
3. Must be able to multi-task in a sometimes busy and noisy environment.
4. Must dress in a professional manner; no jeans, tank tops, short shirts, flip-flops, etc.
5. Performs other work-related duties as requested by staff.
6. **Maintains strict level of confidentiality.**
7. Hours are Monday through Thursday from 1:00pm-5:00pm, and 6:00pm-9:00pm on Wednesday nights when Faith Formations are held during school year.
8. Hispanic Receptionist will report to the Hispanic Minister first then if the Hispanic Minister is not available, the assistant will report to the Office Coordinator.

Job Scope:

Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

Communication/Client Contact:

Contacts are made with others both inside and outside the organization, either by telephone or in person. Contact frequently contains confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisors' request and on the employee's own initiative. Person needs to have sufficient familiarity with basic Catholic Church teachings and practices to be able to answer common questions that frequently arise.

Specific Job Skills:

Show initiative, needing only a moderate amount of supervision to work effectively. Understanding of general principles of office operations and secretarial procedures. Proficiency with a computer, calculator and all basic office equipment. This would include, experience with Microsoft Word and Excel. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail, with ability to maintain confidentiality. Requires extensive close work and keyboarding at 30 wpm and 10-key by touch. Ability to use a telephone for long periods of time. Supervises volunteers and secures buildings on Wednesday nights during the Spanish Religious Education programs.

Responsibilities:

(see attached list for Religious Education tasks)

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

Job Conditions:

Work is performed in an office setting, under continual, tight deadlines.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises: N/A

Employee Signature

Supervisor Signature
