

JOB DESCRIPTION

PARISH: St. Philomene Parish

POSITION STATUS: Part-Time

POSITION: Secretary/Receptionist

SCHEDULE: Tuesday-Friday (10:00am-5:00PM)

CATEGORY: **Non-Exempt**

Supervisor: Rev. Francisco Velazquez

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office in addition to providing secretarial and related office services for Pastor and other designated volunteers as needed. Bilingual in English and Spanish required. 1-2 years of clerical and secretarial experience with basic computer skills preferred.

ESSENTIAL FUNCTIONS:

1. Preparation of Sacraments

Record, maintain and update all sacramental files and records for the parish:

Baptism*

First Reconciliation

First Communion

Confirmation*+

Weddings*+

Funerals

*Prepare certificates

+Send notification to church of baptism

Schedule special Masses for baptisms, weddings, quinceañeras, and funerals.

2. Phones/Visitors

- Represent the Parish to telephone callers, and visitors.
- Provide general Parish information to callers and visitors and direct them to appropriate person or location.
- Assist parishioners in any way possible.
- Responsible for accurate “away” message on incoming parish phone line.

3. New Parishioners/Parish Registration

- Register new parishioners in ParishSoft database.
- Keep ParishSoft current with parishioner information.

4. Church Bulletin/Mass Needs

- Prepare weekly Sunday bulletin in both English and Spanish. Gather and edit the content and layout of the bulletin and complete the bulletin in time for final printing.
- Prepare announcements for weekend Masses, and other special Masses under the direction of the Pastor, and place them in the appropriate binder.
- Receive and record Mass Intentions.
- Prepare bags each week for Sunday collections.

5. **General Office Needs**

- Oversee the timely opening and secure closing of the office.
- Parish Facilities
- Schedule parish facilities (hall). Oversee proper procedures with the rental of the hall.
- Develop and maintain an updated parish calendar.
- Follow up with emails sent to the church office in a timely manner.
- Sort and distribute incoming mail.
- Office supplies: Alert the Pastor when supplies need to be purchased.
- Respond to all diocesan requests for information on behalf of the Pastor and Parish
- Keep the office in good order.
- Type and copy material as requested.

6. **Miscellaneous**

- Keep the pastor informed on all matters needing his attention.
- Perform other tasks as will be assigned by the Pastor.
- Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform Pastor at least two weeks prior to taking vacation or personal leave.

7. **Payroll (Shared with Bookkeeper)**

- Obtain and gather applicable payroll and employee benefit information for processing
- Compute wages and withholdings
- Process payroll through ADP
- Perform month-end reconciliation procedures
- Prepare annual payroll information returns (W-2s, 1099s, etc.)

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Two years of broad, varied and increasingly responsible clerical service.

Skills / Knowledge:

Knowledge of the Parish's mission; practicing Catholic with knowledge and understanding of the Catholic Church in general; able to speak English and Spanish; have computer skills and proficient in using Microsoft Word, Excel, Publisher and Parish Website; able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload; work well with pastors, other diocesan administrators, and staff, use independent judgement; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; effective telephone techniques, and filing systems; professional temperament and appearance; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; good organizational skills; ability to maintain strict confidentiality; proficiency in Spanish and English.