

Parish Secretary

Reports to: Business Manager

Salary Range: \$16 to \$18 an hour

Summary

The Parish Secretary serves as the face, voice, and presence of the parish to the parishioners, the public, new parishioners and any other person with whom they come in contact. Their main responsibility is to promote the mission of the parish and foster a welcoming atmosphere through all methods of communication and media. This position also supports the Rector, members of the parish staff, as well as various committees and boards.

Essential Duties & Responsibilities

1. Greets all parish visitors. Receives and places telephone calls, schedules appointments and refers parishioners to appropriate ministers, services, or agencies. Prepares bulk mailings as needed.
 - a. Aids persons in need that come to the parish. Provides charitable assistance supported by the parish and/or through referring persons to appropriate charitable or social agencies/organizations.
 - b. Responds to general parish correspondence whether that be via email or regular mail.
2. Works with parish communications coordinator to ensure website and social media remain timely and relevant
3. Works with the parish communications coordinator in preparing the weekly bulletin. Serves as backup to the parish communications coordinator in the creation and publishing of the weekly bulletin as needed.
4. Designs or participates in designing any mass mailings or external communications with parishioners, community, etc., both physical mailing and e-mail communications
5. Establishes appropriate office record-keeping and filing systems.
 - a. Develops and maintains a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist, Confirmation.
 - b. Issues sacramental certificates as requested.
6. Schedules parish facilities. Develops and maintains a calendar that identifies the time, date and name of organization as well as room scheduled to use. Coordinates the use of keys for facilities.
 - a. Coordinates scheduling of weddings and other events. Contacts appropriate persons involved, communicates with families/relatives regarding the procedure for these services.
7. Schedules Mass intentions and coordinates Mass donations.
8. Provides secretarial and clerical support to the Rector and parish staff/clergy.
 - a. Screens incoming mail and distributes appropriately.
 - b. Prepares correspondence.
 - c. Attends meetings as required.
9. Monitors and orders supplies as needed.
10. Other duties as needed.

Required Education and/or Experience

3-5 years general office setting working with the public. Previous experience or training with social media and appropriate software programs. High school graduate.

Required Skills, Knowledge and Characteristics

- Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church.
- Strong oral and written communication skills with attention to accuracy and detail.
- Exhibits high degree of confidentiality, good listening, and comprehension.
- Completes work in a timely manner and strives to increase productivity.
- Self-motivated and able to work with minimal supervision.
- Computer literate with proficiency in Microsoft Office, and other software programs.
- Knowledge of standard office procedures.
- Excellent interpersonal skills and enjoys working with people of diverse backgrounds.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Valid driver's license.

Working Environment

Parish Secretary works in a normal office setting. Must be able to lift 30 lbs. Position is a full-time, non-exempt, hourly position with typical Monday through Friday office hours.

How to apply:

Please send resume and any other supplemental information to kgunter@cathedral.dio.org.