

Position Title: Office Assistant
Reports to: Pastor and Pastoral Council
Length of Agreement: part-time 15-25 hrs/wk
Classification: Non-Exempt

Position summary: Provide office and support services for the members of the parish and staff. To empower volunteers to assist and coordinate parish events and ministries.

Primary Responsibilities:

I. Office Duties (90%)

- A. Reception duties as needed i.e. receiving visitors, scheduling appointments, processing mail, and overseeing the timely opening and the secure closing of the office when needed.
- B. Maintain and file baptism, 1st Eucharist, confirmation, funeral and wedding sacramental records.
- C. Register new parishioners and maintain/file census forms.
- D. Coordinate scheduling of baptisms, weddings, funerals and other parish events. Maintain parish calendar in the office and on-line.
- E. Provide assistance to staff and volunteers including organizing mailings, ordering office and other supplies, copies, assembling of booklets or packets, and coordinating the use of facility keys.
- F. Maintain church bulletin board and magazine rack.
- G. Attend staff meetings and other meetings as requested.

II. Generations of Faith (GOF) Support and Assistance (10%)

- A. Assist in assembling of GOF homekits, vacation Bible school supplies, and other GOF materials as needed by the Faith Formation Director. Incorporating volunteers into this process whenever feasible.
- B. Input Generations of Faith registration and group assignments using parish software. Provide information as necessary to Faith Formation Director and/or board.

Education and/or Experience

- I. Skills in communication, creativity, and organization.
- II. Basic competence on computers and office equipment.
- III. Self-motivated and flexible when performing duties.
- IV. Promotes a welcoming atmosphere.