



Job Description

Position Title: Administrative Assistant
Parish: Saint Katharine Drexel
Reports To: Director of Parish Operations
Standard Hours: 32-40/week (Hourly)

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Position Summary:

The Administrative Assistant is a skilled professional who is the “face and voice of the church” to all who call or visit the parish office. The Administrative Assistant works on a daily basis in collaboration with other staff members in support of the overall mission of Saint Katharine Drexel Parish.

Essential Functions – which may be performed personally or through volunteers:

- A. Reception and Hospitality
 - Full responsibility for the daily office functions, including
 - Answer telephones (V) and voice mails, screen and direct calls.
 - Distribute office mail.
 - Greet visitors and direct or assist them in the parish office and provide hospitality. (V)
 - Provide instruction and coordinating office volunteers.
 - Schedule Mass intentions and prepare Mass cards (V)
 - Maintain supply of Mass cards and other materials in the Parish Office and Welcome Center
 - Maintain and update weekly materials for the Welcome Center
 - Coordinate opening church on Sunday morning (V)
 - Allocate requested tables in the Narthex and set up center table displays
- B. Liturgical Supplies and Support
 - Full responsibility for maintaining adequate supply and purchase of all liturgical supplies (hosts, wine, books, Seasonal items, etc.) for both the Church and the Chapel.
 - Ensure that all items required for Mass and activities which take place during and after Mass are delivered to the Church each Friday, and that all items required for recordkeeping and follow-up are returned to the office after the weekend
 - Order altar flowers as purchased by parishioners
 - Create and print programs for special Masses, events and funerals, as required
 - Populate weekly liturgical schedules (V)



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C. Records

- Responsible to ensure the completeness and accuracy of the following:
 - Ministry Platform (census) system. (V)
 - Calendar of scheduled Mass Intentions. (V)
 - Calendar (CalendarWiz) scheduling of social events and meetings
 - Schedule of Sacramental events
 - Parish sacramental registers and Archive Files (V)
- Prepare sacramental certificates as needed (V)
- Prepare bi-monthly updates to stewardship envelope supplier matching current census records

D. General Administration

- Provide administrative assistance to all staff as required
- Create and distribute bi-weekly Staff meeting agenda and minutes.
- Prepare Weekend Mass schedule sheets and binders (V)
- Mail correspondence as needed, including bulk mailings
- Provide administrative support to ministries and pastoral staff as required
- Prepare other correspondence as requested by other staff members
- Record attendance at Masses and Children's ministries (V)
- Monitor office supplies and order as needed
- Order books, food and other items required for Seasonal celebrations or events
- Interface with Principal and other personnel at St. John Regional Catholic School regarding use of facilities
- Perform other duties as assigned

Qualifications:

- High school or equivalent education
- Proficiency on PC in Windows environment.
- Proficiency in Microsoft Software, especially Word and Excel
- Excellent written and verbal communication skills
- Ability to function with minimal supervision
- Ability to multi-task and maintain priorities
- Ability to maintain a high level of confidentiality.

Other helpful skills:

- Knowledge of Ministry Platform or other census system
- Familiarity with calendaring software

(V) = oversee this function, which is currently performed by a volunteer