



PARISH OFFICE ADMINISTRATIVE ASSISTANT
Part-Time Position

(Full time may be available if there is interest.)

ROLE:

Sts. Peter & Paul's **administrative assistant** is responsible for maintaining general parish office functions as well as providing day-to-day support to the parish staff. The administrative assistant is a valued member of the parish team and represents Sts. Peter & Paul as the initial contact for guests and inquiries.

PERSONAL QUALIFICATIONS:

- Practicing Catholic in good standing with a working knowledge of and a strong commitment to the mission of the Roman Catholic Church
- Positive and motivated
- Detail oriented, focused on accuracy and efficiency
- Excellent written and verbal communication skills
- Ability to maintain confidentiality in all matters
- Ability to work as a team with the parish office staff, ministry leaders, and volunteers

PROFESSIONAL QUALIFICATIONS:

- Well developed administrative skills
- Organized
- Self-directed and flexible with the ability to work with minimal direction
- Computer skills - Microsoft Office Suite, Google Workspace and Google Calendar, database management

ESSENTIAL JOB FUNCTIONS:

- Greet parishioners and guests - determine needs and take appropriate action
- Answer and direct phone calls/inquiries
- Manage parish database, Parish Data Systems (PDS), ensuring accurate records
- Coordinate parish scheduling, including ministry schedules, calendars and rentals
- Oversee Sts. Peter & Paul's Mass intentions
- Assist with parish finance tasks (ex: recording the collection and/or preparing deposits)
- Assist with parish communication tasks, including Mass announcements, Bulletin, bulk mailings, and special projects
- Monitor office and church supplies and keep the sacristy stocked with necessary items
- Help prepare the church for Advent and Lent
- Other job functions as assigned

TO LEARN MORE OR TO APPLY:

Interested candidates should contact Amie Hulfachor at ahulfachor@evdio.org.