



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

Parish Administrative Assistant

| | |
|----------------------|---------------------------------|
| Job Title: | Parish Administrative Assistant |
| Location: | Holy Cross Catholic Church |
| Reports To: | Parish Business Manager |
| FLSA Status: | Part Time / Hourly Non Exempt |
| Last Revised: | 07/01/2024 |

Summary:

The Parish Administrative Assistant is responsible for overseeing and implementing the daily administrative operations of the parish office. The position is responsible for providing receptionists services for the parish office front desk. Responsible for administrative workload each week to ensure that parish bulletins, scheduling of ministries and facilities, and special mailings, etc. are completed by established deadlines.

Duties and Responsibilities:

- Works individually and as a team member with staff, parishioners, volunteers, other linked parish staff and diocese personnel.
- Responsible for all aspects of scheduling for parish events, ministries schedules, bulletin, newsletter, special mailings etc.
- Greet parishioners and visitors when they enter parish office, answer phones; direct person(s) to appropriate personnel and/or take messages.
- Plan administrative workload to ensure that parish bulletins, scheduling, priests schedules, Mass intentions, ministries scheduling and special mailings are completed by established deadlines.
- Coordinate church and parish facility usage, including rentals for weddings, other events, scheduling of meeting rooms, church-wide calendar scheduling.
- Schedule dates for sacramental activities on the parish calendar.
- Regularly attend staff and other meetings when appropriate.
- Maintain an appropriate inventory of office supplies for use by staff in the parish office and church supplies for Mass.
- Coordinate and oversee work by volunteers.
- Perform other duties that may be assigned by the Pastor, or Business Manager.



QUALIFICATION REQUIREMENTS:

- Practicing Catholic in good standing with a working knowledge of and a strong commitment to the mission of the Roman Catholic Church.
- Energetic person who is experienced in handling a wide range of administrative support related tasks, able to work in a team environment with other staff or independently.
- Highly motivated individual with strong interpersonal skills,
- Excellent oral, written and interpersonal communications skills, including internet, and social media literacy.
- Good judgement skills, in handling of confidential, sensitive and critical information, respect and discretion required.
- Demonstrates ability to problem solve and discern before recommending or deciding on a course of action.
- Proficient in computer skills, including file management, word processing, scheduling system, MS Publisher, database and spreadsheet applications.
- Ability to set priorities, work to goals, and deadlines.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.