

Holy Family Parish (St. Mary) is looking for an experienced part-time administrative assistant to provide clerical support and assistance for the parish office. If you are looking for meaningful work with a purpose, we encourage you to apply by sending your resume to hpfurman@gmail.com .

The successful candidate will maintain a welcoming and helpful atmosphere by providing exceptional customer service to the pastor, priest(s), employees, board members, departments and visitors. You will frequently work with sensitive or confidential material which requires tact, integrity and the ability to maintain absolute confidentiality. You must exercise appropriate initiative and judgment in working independently and with a team.

DUTIES AND RESPONSIBILITIES

- Greet visitors—handle their inquiries, and direct them to the appropriate persons according to their needs.
- Answer telephones—give information to callers, take messages, or transfer calls to appropriate individuals.
- Operate office equipment—fax machines, copiers, and phone systems. (Become the “expert”)
- Ensure GabrielSoft is up to date and data is accurate. Integrity of data is imperative.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Locate and attach appropriate files to incoming correspondence requiring replies and prepare answers to routine letters.
- Make copies of correspondence and other printed material.
- Review work done by others to check for correct spelling and grammar, ensure that church format policies are followed, and recommend revisions.
- Conduct research to find needed information (online and print sources).
- Compose, type, and distribute meeting notes, routine correspondence and reports.
- Maintain scheduling and event calendars.
- Schedule and confirm appointments/meetings.
- Complete forms in accordance with church procedures.
- Ensure Bulletin is done on time, information is accurate and distribution of Bulletin is completed.
- Order and dispense supplies.
- Provide training and orientation to new staff.
- Schedule and collect funds for mass requests.

EDUCATION & EXPERIENCE REQUIRED:

- Practicing Catholic in accordance with Canon 874 §1, 3 , 4 of the Code of Canon Law.
- Associates degree preferred.
- Previous administrative assistant experience preferred.