

St. Catherine of Siena Parish, Shelburne, VT

802-985-2373; stcatherineofsiena@vermontcatholic.org

Office Coordinator Position Description

- 20-5 Hours [Weekdays (except closed on Tuesdays) 9:30 AM-3 PM] or Full-Time (if preferred); reports primarily to Office Manager

Qualities

Someone...

- with technology skills
- who can take accountability and ownership of their work
- who is a team player and happy for others' success
- who is openly communicative and knows when to ask for help
- who is secure and authentic with others and themselves
- who is a quick learner
- who is empathic and kind, with others and themselves
- who is open to others and humble
- who is okay with imperfection and willing to grow and learn
- who can take direction and feedback
- who can multi-task, manage interruptions, and prioritize
- who is joyful and has a sense of humor
- who is a deeply practicing Catholic

Responsibilities

Daily

Post office to obtain or drop off mail (1-2 times/day)

Sort/file mail

Code loose checks

Answer phones

Distribute phone messages

Greet meeting attendees, parishioners, maintenance workers, deliveries, etc.

Email coding and correspondence

Schedule appointments

Perform other office support responsibilities upon request, supporting the entire team

Weekly

Mass preparation:

- Prepare Bulletin - Pages 1 & 2, mindful of season and colors
- Prepare page 1 cutouts of Mass intentions
- Prayers of the Faithful – compose with templates and send to lectors
- Update Mass ministry list
- Print Inland Sea from Diocese as insert
- Create welcome announcement

- Make collection bags
- Assist mass counters, acquire offertory

Book Masses and distribute Mass cards as requested

Pay cleaners

Order supplies for office/rectory/church and various events/programs upon request

Care for plants

Run and empty dishwasher

Maintain bulletin boards (3), print/post flyers, attend to calendars

Edit Flocknotes and flyers upon request

Unlock spaces for maintenance workers

Assist with parish hall rentals

Monthly

Schedule cleaners

Schedule Homebound visits

Pay Altar Bread order

Schedule routine maintenance

Print calendar for cleaners, sacristan, hall coordinator, grounds point

Review Chancery bulletin, print 5 copies, sort (review if time), etc.

Annually

Order OSV envelopes

Varies

Register new parishioners (Gabriel, OSV)

Assist with Funeral Prep (1st two calls, funeral book, closeout)

Baptismal prep and closeout

Marriage inventory emails

Sacramental recordkeeping for funerals, baptisms, marriages, first communions, confirmations, including mailing notifications

Flocknote prayer group

Mass coverage

Order presiders bread

Key organization and distribution

Create and post signs and set-up sandwich board

Prepare Mass attendance reports

Send Tax Exempt to new vendors

Papal blessing requests

Seasonally

Prep/coordinate mailers

Coordinate Advent and Easter Preparation including Lenten/Advent book orders

Assist with Event preparation

Makes Fiscal year-end report copies