Name of Parish or school

secretary or Office Manager

Job Description

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| **Accountability:** | Reports to Pastor/Business Manager/Principal |
| **Supervisory Responsibility:** | None |
| **FLSA Status:** | Non-Exempt (eligible for overtime) |
| **Hours:** | Full-time or Part-time |
| **General Summary:** | This position assists with the ministry of the parish by supporting the various administrative functions of a parish or school. The incumbent directs these efforts with technical expertise within a framework of shared ministry and Catholic values. |

**Principal Duties and Responsibilities**

A. For all Secretarial Positions

1. Performs secretarial duties for the pastor, principal, and other designated staff. Receives and places telephone calls, schedules appointments, types memos and other types of written communication, and processes mail. Greets and refers visitors to the appropriate ministers, services, or agencies. Prepares bulk mailings as needed.
2. Establishes office record-keeping and filing systems. Maintains schedule of office hours for staff. Attends staff meetings and other meetings as requested.
3. Schedules parish facilities. coordinates the use of keys for facilities.
4. Oversees the timely opening and secure closing of the office each day. Ensures that all machines are off, voice mail service is on, windows and doors are locked and all appropriate lights are turned off.
5. Oversees the inventory of office supplies. Orders materials, supplies or equipment as needed. Oversees the maintenance contracts for the various office machines.
6. Coordinates volunteer programs as needed. May supervise volunteers as needed for office and other parish projects. Recruits, orients, trains, and supports volunteers.
7. Participates in the orientation of new employees.

B. Secretarial Positions Supporting Parish Activities

1. Prepares and produces the weekly bulletin. Gathers and edits the content and lay-out of the bulletin and completes the bulletin in time for final printing.
2. Prepares and distributes staff meeting minutes.
3. Updates parish census records on a regular basis.
4. May maintain the parish offering envelope system regularly. Posts contributions weekly and compiles and mails annual contribution statements as required by the IRS.
5. Coordinates scheduling of weddings, funerals, and other events. Contacts appropriate persons involved, communicates with families regarding procedure for service.
6. Develops and maintains a sacramental record keeping system. Records all weddings, baptisms, funerals as well as those who receive first Eucharist, first reconciliation, and confirmation.
7. Provides assistance to persons in need who come to the parish. Provides charitable assistance supported by the parish and/or through referring persons to the appropriate charitable or social agencies.
8. Maintains Mass intention book, cards, and money.
9. Participates in the outreach/evangelization ministry.
10. Keeps lobby and reception area neat and orderly.

C. Secretarial Positions Supporting Schools

1. Establishes and maintains a comprehensive filing system for student files and records. Maintains and updates students' records including data on attendance.
2. May maintain tuition and fee schedules. May develop and update record keeping system on an annual basis to ensure that fees collected are recorded accurately.
3. Coordinates the registration process for new students. Ensures that parents have received and accurately completed all necessary forms.
4. Provides other assistance as needed. May contact substitute teachers, assist in completing an annual inventory and process purchase orders.

**Knowledge, Skills, and Abilities**

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| Education: | High school graduate or equivalent. |
| Experience: | Minimum of three years of experience as a general secretary required. Fluent typing using Microsoft Word. |
| Require: | Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday, with minimal travel. |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.