

JOB DESCRIPTION – SECRETARY / ADMINISTRATIVE ASSISTANT

Employer: Santo Christo Parish, Fall River

Job Title: Secretary / Administrative Assistant

The Secretary / Administrative Assistant is responsible for performing administrative and skilled secretarial service for staff persons and parish committees. He/she will facilitate communications (telephone, e-mail, fax and doorbell) and act as a minister of hospitality to the parish. He/she will maintain accurate parish records. He/she will report to the Pastor directly.

Job Duties:

GENERAL SECRETARIAL

- Prepares correspondence for pastor and other parish leaders.
- Maintains current mailing lists
- Distributes mail to the staff daily which could include travel to the local post office when needed
- Monitors and orders office supplies; maintains service contracts
- Maintains filing system
- General typing of letters, memos and other communiques
- Prepares tickets & other materials for parish fundraisers
- Prepares bulk mailing as needed
- Oversee parish volunteers
- Maintain parish calendar

COMMUNICATIONS

- Answers telephone, record clear & accurate messages, and coordinates appointments
- Greets, meets and assists visitors to the parish office
- Screens phone calls and e-mails for the parish and parish staff
- Coordinates preparation and production of the weekly bulletin
- Coordinates information for baptisms, funerals, weddings and registration of new parishioners

RECORDING / BOOKKEEPING

- Maintains sacramental records, notifications, and certificates (baptisms, first communions, confirmations, marriages, funerals)
- Coordination of Mass intentions
- Maintains census records on computer
- Maintains financial records
- Coordinates distribution of envelopes
- May coordinate weekly contribution recording

PERSONNEL

- Processes employee health insurance forms with the diocese
- Processes any diocesan forms
- Coordinates the schedules of liturgical volunteers
- Other duties as assigned

Requirements:

Education and Experience Required: High school diploma or GED, secretarial course helpful. Previous administrative experience in office environment preferred. Ability to speak English and Portuguese is required.

Qualifications: Preferred Practicing Catholic in good standing with the Church – or willing to function in a manner consistent with the Catholic Church. Basic understanding and willingness to support the mission of the Catholic Church. Proficiency in computer use: Microsoft Office, Internet, email communication, database systems, Quickbooks. Good communication skills (including email and telephone). Ability to multitask. Willing to learn new things. Ability to work as part of a team. Experience working with the public and handling issues/complaints in a diplomatic manner. Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion. Ability to anticipate needs, establish priorities, maintain confidentiality, demonstrate discretion, project a positive attitude and exercise professionalism.

Physical Demands: Position requires extended periods of sitting and working at a computer. Able to operate office equipment, such as a computer, fax, telephone, photocopier. Ability to communicate clearly in person and on the telephone, in English and Portuguese. The position also requires some standing and bending while filing and going downstairs for files or supplies. Occasional lifting up to 15 pounds.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Jennifer Oliveira, Human Resources Manager. E-mail: joliveira@dioc-fr.org; Confidential Fax: (508)689-7920; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer