

## Position Description

<b>Job title</b>	Parish Secretary
<b>Reports to</b>	Pastor
<b>Status</b>	Full-time / Salaried
<b>Hours</b>	40 per week

### Purpose

The Parish Secretary provides receptionist and administrative support for the Pastor and parish office staff. As the first person parishioners and guests encounter, this individual is responsible to provide a welcoming and helpful approach to all whom they serve.

### Duties and responsibilities

Responsible for the daily operation of the parish office, including:

1. Welcomes and directs visitors and parishioners.
2. Provides administrative, secretarial, and office support to the Pastor and parish staff.
3. Sorts and distributes incoming mail, and prepares outgoing mail; responsible for operation and maintenance of the postage meter.
4. Answers phones and forwards calls accordingly, takes messages as needed.
5. Generate routine correspondence, digital and written.
6. Responds to parish emails in a timely fashion.
7. Maintains parish calendar, schedules special events and meetings; schedules the use of parish facilities and ensures proper meeting setup.
8. Photocopies all correspondence and materials as needed.
9. Prepares and maintains Mass Intention book, receives payments, reconciles payments on a monthly basis, and obtains and distributes Mass cards.
10. Participates in parish staff meetings, responsible for calendar review and distribution of key action items.
11. Responsible for planning of staff events, including monthly meeting and luncheon, birthday celebrations, Christmas Party, etc.
12. Prepares parish bulletin (including data collection), parish announcements, quarterly newsletter, annual Status Animarum and other communications, including coordinating and preparing parish-wide bulk mailings.
13. Maintains list of homebound and issues weekly bulletins to them via mail.
14. Updates slides for the monitor in the Gathering Area.
15. Coordinates information for baptisms, funerals and weddings, including funeral booklets, All Souls booklet, and sacramental programs.
16. Maintains sacramental records; preparing Baptismal and Marriage Certificates and forms.
17. Creates new database to incorporate all sacramental records and records information in ACS system.
18. Monitor and order supplies ensuring an adequate inventory (office, sacramental, etc.) and ensures that the supply area is tidy and accessible.

19. Coordinates donations for Joseph House Refugee Home and Clothing Bank and arranges for delivery.
20. Maintain a current list of volunteers to contact for different tasks, schedules volunteers to cover the duties of the position when away for meetings, vacations, other.
21. Maintains and keeps current rosters of all committees and councils.
22. Provides assistance to persons in need referring to appropriate charitable or social agencies and organizations.
23. Organize and maintain a filing system (paper and electronic) for all important parish documentation.
24. Other duties as assigned.

## Qualifications

- Excellent communication skills including an excellent command of the English language.
- Service-oriented.
- Excellent organizational skills – multi-tasking often required.
- Highly reliable.
- Technically adept -- proven knowledge of Microsoft Office applications – Word, PowerPoint, Publisher, Excel and Outlook.
- Self-starter, able to work with minimal oversight.
- Comfortable collaborating with members of the staff, parishioners, and volunteers.
- Maintains confidentiality.

## Education/Training Requirements:

- Previous secretarial experience within a busy office.
- Virtus training (initial and ongoing).

**To Apply:** Please email a cover letter, resume, and a minimum of three references to Shari Allwood, Business Manager, [sallwood@divinewordkirtland.org](mailto:sallwood@divinewordkirtland.org).