



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Administrative Assistant I**

**Opening Date:** March 27, 2018

**Location of Job:** St. Matthew Catholic Church

**Location Address:** 475 SE Third Avenue, Hillsboro, Oregon 97123

**Position:** Full Time

**Position Summary:** St. Matthew Parish is looking for a Bi-lingual (English/Spanish), administrative assistant.

### **Job Duties:**

1. Answers telephone calls and emails in a timely, professional, and pleasant manner, answers questions, routes calls to proper person or agency, and resolves problems within scope of authority and responsibility
2. Greets and receives individuals or groups at the parish office and provides assistance or directs them to the appropriate offices or agencies
3. Assures maintenance of efficient, effective office record keeping systems
4. Records and maintains church sacramental records for baptisms, first communions, confirmations, marriages, catechumenates and deaths; makes a copy of these records yearly for the Archdiocese
5. Handles standard mail, assures that outgoing mail is picked up by the mail carrier on a daily basis, receives and distributes incoming mail, handles all standard mailings that are needed

6. Interfaces and communicates with members of the parish, other parishes, the Pastoral Center, and the community at large
7. Collects and coordinates meetings and/or events into a parish monthly calendar; coordinates with the pastor and staff on a yearly master calendar
8. Tracks new donors that are not registered in the parish and sends them a letter inviting them to register with the parish; registers, makes address, telephone, or name changes and deletes donors from records if requested
9. Operates various office machines, including being the “expert” on these machines
10. Maintains inventory and requisitions of office supplies as needed
11. Assists parishioners with mass intention requests and information about stipends, prepares mass cards, schedules mass intentions and maintains mass intention book
12. Ensures the information displayed in the parish office bookrack and on the bulletin board is current
13. Makes sure the answering machine contains information regarding location, mass and confession times and emergency information; change the message when there are special Holy Day celebrations
14. Assists the Office of Development (Stewardship) in managing daily operations including, but not limited to, data entry, phone communication, donor correspondence, and database maintenance
15. Serves as the lead gift processor of donations; performs gift entry, updates donor information (including address, phone, email, and parish) and assigns thank you letter codes
16. Assists with the acknowledgement process; generates and reviews exports under the supervision of the Development Director; helps ensure that donors are acknowledged accurately and in a timely manner
17. Weekly edits, types, and copies the parish bulletin, including any bulletin inserts that are necessary; makes sure the bulletin cover contains accurate and timely information; designs and prepares programs for special liturgical celebrations
18. Documents departmental processes and procedures
19. High contact with public and parishioners

**Skills/ Requirements:**

- The successful candidate will be fluent in English and Spanish – speaking, writing, and publishing
- Have a proven ability to work efficiently in a busy office
- Be proficient in Word and Publisher
- Experience working with relational database software (NeonCRM is the current database)
- Have 2 – 3 years' experience as an administrative assistant
- Candidate must be a practicing Catholic

**Qualified candidates, please send resume to:**

**Dave Eitland at [deitland@stmatthewhillsboro.org](mailto:deitland@stmatthewhillsboro.org) or fax to 503-648-4489**