



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Administrative Assistant

Opening Date: January 7, 2020

Closing Date: When filled

Location of Job: St. John the Apostle Catholic Church

Location Address: 417 Washington St, Oregon City, OR 97045

Position: 32 hrs per week; Tuesday – Friday; 8:30am – 5:00pm; Benefitted

Position Summary: Parish administrative assistant. The successful candidate will be fluent in English - speaking, writing, and publishing, bilingual in Spanish preferred; have a proven ability to work efficiently in a busy office; be proficient in Word, Excel, Publisher or Mac versions of same; experience with database software preferred. High contact with public and parishioners; candidate must be a practicing Catholic. Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision

Primary Responsibilities:

- Answers telephone calls and directs them to the proper person; takes messages as needed; greets and receives individuals or groups at the parish office and provides assistance or directs them to the appropriate offices or agencies;
- Assures maintenance of office record keeping systems; maintains registration records for new and existing parishioners in the parish's database.
- Performs office duties including, but not limited to, handling incoming and outgoing mail; entering data into information systems; drafting basic documents and reports; creating and maintaining files and filing systems; operating various office machines; and ordering supplies for the office and church.
- Records and maintains church sacramental records for baptisms, first communions, confirmations, marriages, catechumenates and deaths. Provides copies to parishioners upon request. Makes a copy of these records yearly for the Archdiocese.
- Keeps records of parish registrations and sends relevant materials to new parishioners. Ensures accuracy of all pertinent parishioner data (postal and email addresses, telephone numbers,

name changes, etc.) on a regular basis.

- Maintains records of mass intentions and financial contributions;
- Maintains a strict level of confidentiality on all matters relating to parish business;
- Composes and types correspondence on matters not requiring a personal response from the pastor or other church official.
- Collects and coordinates meetings and/or events into a parish monthly calendar. Coordinates with the pastor and staff on a yearly master calendar. This may include reserving or assigning meeting space.
- Edits, types, and submits on time for printing the weekly parish bulletin. Collaborates with other ministries to design and prepare worship aids/programs for special liturgical celebrations.
- Regularly updates, maintains approved content the parish website and social media, and provides input on website enhancements.
- Makes sure the phone answering system contains accurate and up-to-date information regarding location, Mass and Confession times, emergency information, and schedule changes.
- Provides guidance to office volunteers and members of other parish ministries as needed.
- Prepares the weekly mass intentions, prayers of the faithful, announcements, organizes the bulletins in the church and checks on the supply of hosts, wine, purificators, linens, candles, holy water for the weekend liturgies.
- Performs other work-related duties as needed.

Required Knowledge, Skills and Abilities:

- Understanding of general principles of office operations and administrative procedures.
- Proven ability to maintain confidentiality.
- Proficient computer skills and demonstrated experience with office software applications.
- Strong organizational skills and the ability to prioritize workload and multi-task to meet demands.
- High level of accuracy and attention to detail.
- Demonstrated success in following through and completing routine tasks.
- Strong verbal and written communication skills.
- Excellent customer service and interpersonal skills.

Minimum Qualifications:

- 2 – 3 years' experience in a busy office environment

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Please send resume and cover letter to Rebekah Zamani at r.zamani@sja-catholicchurch.com to apply.