



ST. JOHN FISHER CATHOLIC CHURCH

POSITION TITLE: **Parish Administrative Assistant**

Opening Date: 11/08/2022

Closing Date: When Filled

Location of Job: St. John Fisher Catholic Church

Location Address: 4567 SW Nevada St., Portland, OR 97219

Position: Part-time, non-exempt. 32 to 40 hours/week Monday-Thursday/Friday.
Eligible for benefits. Compensation based on education, skill level and experience.

Position Summary: The Parish Administrative Assistant is expected to assist in all administrative matters in the parish. Work is performed in an office setting. Employee may be required to attend an occasional evening meeting.

Primary Responsibilities:

- Greets individuals at the parish office, provide assistance, and/or direct them to the appropriate office.
- Screens telephone calls and emails in a timely, professional, and pleasant manner.
- Resolves problems within scope of authority & responsibility.
- Maintains efficient & effective office record keeping systems, including church sacramental records for baptisms, first communions, confirmations, marriages, catechumenates, and deaths. Archives all records annually for the Archdiocese.
- Maintains a strict level of confidentiality on all matters regarding parish business.
- Serves as a resource of information to staff, members of the parish, other parishes, the Pastoral Center, and the community.
- Maintains and updates a parish calendar and a calendar for facility use.
- Schedules substitute priests and arranges for payment.
- Writes and distributes the parish bulletin weekly, including any necessary inserts.
- Designs and prepares programs for special liturgical celebrations.
- Prepares Mass announcements, prayers of the faithful, and prayer chains.

- Assists parishioners with Mass intentions and maintains Mass Intentions books.
- Manages financial responsibilities, such as processing Mass stipends and distributing petty cash.
- Coordinates the schedules of readers, altar servers, and Eucharistic ministers. Distributes the schedules every two months.
- Maintains parish Facebook page and adds weekly prayer list.
- Maintains parish website and updates weekly with bulletin.
- Ensures that outgoing mail is taken to the mailbox daily; receives and distributes incoming mail. Handles all bulk mailings that are needed.
- Tracks new donors that are not registered in the parish and sends them a letter inviting them to register with the parish. Maintains a current record of parishioners/donors.
- Maintains inventory and requisitions supplies for office and parish hall as needed.
- Ensures the answering machine has current information regarding location, Mass and Confession times, Holy Day celebrations, pastor absences, and emergency protocols.

Required Knowledge, Skills and Abilities:

- High School graduate with three to five years of administrative experience. Two to four years of experience in parish, pastoral center, or other related entity preferred.
- Knowledge of church organization and operations.
- Actively practicing Catholic preferred.
- Valid driver's license.
- Fluent in English.
- Proficiency in Microsoft Suite (Word, Excel, Powerpoint).
- Experience with Database Software and programs like Publisher preferred.

Physical Demands: While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds. Reasonable accommodations may be made to ensure ADA compliance.

Please send resume and cover letter or any further questions to Kathleen Birrell.

kbirrell@johnfisher.org.