



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Administrative Assistant

**Opening Date:** 07/28/2022

**Closing Date:** When filled

**Location of Job:** Our Lady of Sorrows 5239 SE Woodstock Blvd, Portland Oregon 97206

**Position:** Part-Time 19 hrs per week. Non - Benefitted. (Three days a week)

**Position Summary:** Parish administrative assistant. The successful candidate will be fluent in English - speaking, writing, and publishing, 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.

### **Essential Functions/ Primary Responsibilities:**

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. *The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.*

- 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; Prepares bank deposits and records receipts Enters weekly contributions into the Parish data system(realm).
- Assists with the security of parish property (keys, cabinets, files, etc.) as needed.
- 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.
- 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.
- Collaborates with the coordinator of the liturgy where necessary, especially in planning events.
- Collaborates with the bookkeeper in preparing bills and invoices for payment processing. Mails the checks and files the necessary tabs.
- Collaborates with the pastor and other staff in ensuring the daily maintenance and operations of the property. For example, calling plumbers or alarm companies, or other vendors for routine maintenance as needed). Assists with writing contracts and agreements for renters and vendors using given archdiocesan forms.
- Ensures parish subscriptions are paid and renewed in a timely manner including websites, formed.org, etc.
- May need to handle some in-office cash donations, records, and bank deposits.
- Performs other work-related duties as needed.
- Prepares, together with the bookkeeper and financial assistant, the budget and end-year financial report and tax letters.

**Qualifications:**

- Bachelor's Degree in Business Management, information systems or related fields. o

- Eight to Ten years of progressively responsible and relevant IT management duties.
- Practicing and faithful Catholic in full communion with Catholic Church.
- Excellent verbal (including oral presentations) and written communication skills.

**Job Conditions:** Work is performed in an office setting, under frequent tight deadlines. The employee is required to do extensive computer work. The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Please send your resume to Human Resources at [hr@archdpdx.org](mailto:hr@archdpdx.org) to apply.**