

GENERAL DESCRIPTION: Under direction from the Operations Manager, performs a variety of responsible and confidential administrative duties, communications/assistance to Holy Trinity parishioners, general office tasks, and clerical assignments for the parish office and staff of Holy Trinity Catholic Church.

RESPONSIBILITIES:

- Evaluate phone inquiries, screen calls, and greet and direct visitors, determining importance and, when appropriate, refer to the staff or pastor.
- Manage, maintain, & schedule Volunteers for ministries.
- Maintain the parish side of the Holy Trinity website.
- Maintain Parish Office email/communications.
- Manage all mail and in-coming correspondence and place in staff's in-box.
- Prepare a variety of documents or spreadsheets, some of which may be confidential in nature, which include but are not limited to: weekly Mass announcements, liturgy programs or aids, parishioner information, letters, calendars, minutes, memoranda, charts/graphs, and related correspondence.
- Proofread material to assure completeness of format, content, and accuracy of grammar, spelling, punctuation, etc. This includes the bulletin. Proof the bulletin for inclusion of parish events and Faith Formation events.
- Merge letters or documents, as required, in preparation of distribution or mailings.
- Assist the staff by composing correspondence, announcements, letters, etc.
- Prepare mailings for out-going correspondence in accordance with parish and US Post Office guidelines.
- Make copies, collate and fold documents appropriately for parish team members.
- May be required to take mailings to the post office to ensure deadlines are met timely.
- Maintain the parish office records and files.
- Maintain the ParishSoft membership records, information and data.
- Prepare and distribute welcome letter, welcome packets and related information for distribution to new, prospective or interested parishioners. This includes new member tracking, coordinate welcome committee, and organize new member events.
- Maintain updated minister listings, as required, and cross-check with the time and talent data.
- Schedule Mass intentions upon request and include appropriate information in the weekly bulletins.
- Coordinate any Mass stipends received with the parish Bookkeeper.
- Maintain the parish's calendar by coordinating with staff, parishioners, deacons and the pastor.
- Maintain and schedule parish/facilities use and requests from parishioner(s), as approved by the Operations Manager.
- Program the main office doors, as scheduled or required.
- Distribute keys per approved requests, maintain records of keys distributed, follow-up with regard to unreturned keys; deactivate keys as needed.
- Assist with meetings or scheduled sessions by preparing meeting rooms, equipment and supplies.
- Gather research and compile data for the preparation of parish reports, graphs and related documents, as requested or required.
- Order office supplies and materials for the parish office, as approved by the Office Manager.
- Maintain liturgical books for parish/liturgical season and order accordingly.

- Submit purchases with appropriate receipts and invoicing to the Office Manager.
- Maintain the office copier, folding machine, printers and other office machines, as needed or required.
- Coordinate phone and desk coverage, during the lunch period or breaks, with the bookkeeper or Operations Manager.
- Perform other duties or special projects, as required or assigned, which are reasonably within the scope of duties enumerated above.

REQUIREMENTS and QUALIFICATIONS:

The Parish Administrative Assistant reports directly to the Operations Manager. This position requires the knowledge skill, common sense and mental development equivalent to two years of post-secondary education in a business related field, or completion of high school with three to five years of previous office experience; proficiency with the personal computer and Windows programs included but not limited to Adobe, Google, Word, Excel, and Publisher; a self-starter with the ability to work independently and manage multiple tasks simultaneously; the ability to communicate effectively in English both orally and in writing; the knowledge of composition, grammar, spelling and punctuation; a person with sufficient maturity, professionalism and discretion to deal with and work closely with the public, parishioners and staff in a welcoming, courteous and patient manner, as well as the access to highly sensitive and confidential documents and information; operate and maintain office machines; and may be required to lift objects or items up to 25 lbs. This position must attend or show proof of attendance of the diocesan required Virtus Training Session. This position is viewed as one of the ministries of the church and requires a general knowledge of Catholic or Christian principles.

HOLY TRINITY CATHOLIC CHURCH

Location: Parish Office
Hours: 8:00 am to 4:30 pm with an unpaid ½-hour lunch
Job Title: Parish Administrative Assistant
Category: Non-exempt, hourly
Supervisor: Operations Manger

Revised July 2023