



Office Manager ~ Secretary

Position Description:

I. Identifying Information

Status ___ Full-time ___ Part-time
 ___ 10 month ___ 12 month
 ___ Exempt X Non-Exempt ___ Volunteer

Reports to: PASTOR

II. GENERAL DESCRIPTION

Responsible for providing secretarial and related office services for members of the parish and/or school staff and various other committees and boards. Other possible titles for this position include Administrative Assistant, Office Manager, Secretary, Executive Assistant, Executive Secretary, Senior Secretary, Data Coordinator, and Volunteer Coordinator.

III. POSSIBLE JOB RESPONSIBILITIES

A. FOR ALL SECRETARIAL POSITIONS

1. Performs secretarial duties for the pastor, principal and other designated staff.
2. Receives and places telephone calls
3. Tracks staff availability and communicates to others as needed
4. Schedules appointments as requested
5. Produces written communications (letters, reports, memos)
6. Processes mail
7. Greets and refers visitors to the appropriate ministers, services or agencies
8. Opens and distributes incoming mail and arranges for delivery of outgoing mail on a daily basis
9. Prepares bulk mailings as needed.
10. Maintains office records, i.e. parishioner records and filing.
11. Attends staff meetings and other meetings as requested.
12. Schedules parish facilities to include maintaining a calendar that identifies the time, date, name of organization, room scheduled, and use of keys for facilities.

13. Maintains petty cash fund
14. Coordinates the timely opening of the parish office in the morning and the secure closing of the office in the evening. Ensures that all machines are off, answering service is on, windows and doors are closed and locked and all appropriate lights and heat are off.
15. Oversees an inventory of office supplies. Orders materials, supplies or equipment as needed.
16. Recommends contracts for approval and oversees the maintenance contracts for the various office machines.
17. Coordinates volunteer programs. May supervise volunteers, as needed, for office and other parish projects. Recruits, orients, trains and supports volunteers.
18. Supervises office support staff positions. Participates in the recruiting, hiring, training and evaluating of office staff.

B. SECRETARIAL POSITIONS SUPPORTING PARISH ACTIVITIES

1. Prepares and produces the weekly bulletin. Gathers and edits the content and layout of the bulletin and completes the bulletin in time for final printing.
2. Updates census records on a regular basis and adds/deletes/changes information as needed.
3. May maintain the parish offering envelope system. Updates data on a regular basis.
4. Coordinates scheduling of events in conjunction with weddings and funerals.
5. Maintains a sacramental record keeping system including weddings, baptisms, funerals, first Eucharist, first penance and confirmation.
6. Participates in the outreach and welcoming ministry of the parish. Prepares and sends letters to new parishioners inviting them to register and sends letters of welcome when they do.

C. FOR SECRETARIAL POSITIONS SUPPORTING EDUCATIONAL ACTIVITIES

1. Provides secretarial support for the school or religious education office. Performs typing, word processing, proofreading and editing materials. Duplicates and distributes materials, including communication to parents, composes correspondence as requested and processes incoming and outgoing mail.
2. Establishes and maintains a comprehensive filing system for student files and records. Maintains and updates student's records including data on attendance.
3. May maintain tuition and fee schedules. May develop and update record keeping system on an annual basis to insure that fees collected are recorded accurately.
4. Coordinates the registration process for new students. Ensures that parents have received and accurately completed all necessary forms, requests additional information as necessary and processes all registration paperwork.
5. May contact substitute teachers
6. May assist in completing an annual inventory of program supplies and process purchases of necessary materials, books, etc.

7. Provides other assistance as needed.

D. NECESSARY QUALIFICATIONS

1. Active member of a Roman Catholic parish faith community. (Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church).
2. High School graduate or equivalent.
3. Three years of successful general secretarial experience.
4. Typing and/or word processing at 50 wpm.
5. Previous successful experience with or demonstrated ability to learn parish/school data and word processing system.
6. Demonstrated ability to set priorities and organize work effectively and efficiently including developing and maintaining effective record-keeping systems.
7. Ability to compose correspondence, minutes and/or reports.
8. Excellent people relations skills for representing the parish/school to those who call, write or visit.
9. Ability to honor and maintain confidentiality.
10. Supervisory and office management experience preferred.

IV. PHYSICAL DEMANDS/ WORK ENVIRONMENT

The characteristics described here are representative of those that must be met by an employee to successfully perform 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 frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

V. WORKING SITUATIONS:

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

Employee's Acknowledgment and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature

Date