

## St Steven's Parish

### Job Description

#### Job Title: Receptionist/Administrative Assistant II

**Exemption Status:** Non-Exempt

**Department/Location:** St Steven's Parish, Sun Lakes AZ

**Primary Function:** Under the direction of the Pastor, this position will maintain all priests' calendars and oversee all matters related to the Pastor's office. Under the supervision of the Business Manager and collaboration of Administrative Assistant I, this position promotes good public relations within and beyond the parish and performs position related tasks that assist people with questions or needs. Operates a multi-line telephone console, provides general information to the public.

#### Essential Job Functions

- Maintains all priests' calendars and schedule appointments as needed.

Oversees the day-to-day activities of Pastor's office. Schedule travels as needed; submit registration paperwork for priests' retreats.

- Organizes Pastor's desk as needed; creates and maintain files.
- Greets and assists visitors to the main parish office; assists those with questions about parish programs and events; routes in-person inquiries and visitors to the appropriate staff members. Answers all incoming calls during regular business hours, operates a multi-line phone console, routes phone calls and messages to appropriate staff, offices, or ministries.
- Processes all sick calls and forwards information to the priest on call. Records all anointing of the sick in the appropriate register.
- Records and receives all mass intentions in Mass book along with filling out Mass card.
- Create weekly mass intentions list for clergy and monthly mass intentions list for Communications and Liturgy.
- Schedules all events in the calendar by entering those requested formally. Must maintain a constant pulse on the past, current, and upcoming events / offerings to maintain order and direction.
- Directs the annual Calendaring meeting for department heads to ensure the next fiscal year calendar is without conflicts and that there is a unified purpose to all events/offerings from the parish to form a cohesive community.
- Manages Google calendar permissions for staff.
- Distributes all incoming mail, faxes and deliveries. Maintains office equipment in the main office such as the copier and postage machines; calls for service as needed. Tracks and orders supplies for both machines as needed. Ensures that the copy area is fully stocked with paper and miscellaneous office supplies.
- Recruits, trains, schedules and oversees the front desk volunteers.

### **Additional Job Functions**

- Designs and prints Mass cards used by the parish.
- Maintains copies of all funeral worship aids with intake paperwork.
- Assists the Business Manager with the phone system with troubleshooting issues, updating phone directory.
- Assist Administrative Assistant II with gift shop related task
- Performs other duties as needed such as updating office forms and staff lists, creating birthday cards for staff.
- Maintains accurate lists of contact information for outside groups.
- Create and maintain volunteer list for all ministries.
- Contacts new parishioners interested in volunteer opportunities.
- Ensures that the receptionist area is neat and tidy at the end of the business day; maintains the literature racks in the reception area, making sure that the latest bulletin is available to parishioners.
- Assists with recording sacraments in parish sacramental registries.
- Performs any necessary job-related tasks assigned by the Pastor.

### **Requirements:**

#### **Knowledge, Skills and Abilities Required**

Takes initiative in identifying and addressing any procedural problems that affect this position's responsibilities within the office.

Maintain strict confidentiality in all matters with emphasis on matters pertaining to the Pastor's Office. Always upholds a professional demeanor.

Has an in-depth understanding of the parish operations, the various ministries and each staff member's responsibility.

Proficient in Microsoft Office applications. Ability to use different database programs and familiar with search techniques for web research.

Must be detail-oriented and well organized. Keeps accurate records, work efficiently with deadlines and organizes projects and resources.

Needs knowledge in the use of a multi-line telephone console and typing speed of at least 50 wpm.

Must be able to work in "interrupt mode" due to volume of calls and people.

Must work sitting for extended periods of time with frequent telephone or walk-in interruptions.

#### **Minimum Qualifications**

Some college experience; at least 1 years' office experience required.

Must have good interpersonal skills, collaborative and work effectively with staff, volunteers, and parishioners.

Must also be a practicing Catholic in full communion with the Church

Punctuality is always a must; ability to travel locally as required; weekend and overtime work may be required.

Ability to maintain confidentiality

Outstanding organizational and communication skills.

Proficiency in computer technology to include word-processing, spreadsheets, power point, web-based data entry, and internet research, and good typing skill

Familiarity with Google Workspace a plus.

Employee is subject to the personnel policies of the Diocese of Phoenix for parish personnel.

Ability to successfully pass a background, criminal history, and credit history check