

JOB DESCRIPTION

Position Title: Administrative Assistant
Supervisor's Title: Director of Operations

Status: Non-Exempt – 29 hours
Approval Date: May 2, 2025

Job Summary:

Responsible for resonating the tone and culture of the parish while interacting with others in-person, on the phone and in written communication. Provides office support with a variety of administrative and clerical activities and tasks.

Knowledge, Skills, & Abilities:

K: Knowledge

1. High school degree or equivalent.
2. Comprehensive knowledge and application of grammar, spelling, and punctuation.
3. One to three years office or customer service experience required.
4. Working knowledge in MS Office products and office equipment.
5. Must have a valid driver's license for the State of Wisconsin.

S: Skills

1. Professional working attitude and collaborative approach with a positive attitude.
2. Strong written and verbal communications skills.

A: Abilities

1. Exhibits promptness, flexibility, and dependability.
2. Attention to detail.
3. Ability to multitask, prioritize, and organize.
4. Ability to learn and utilize online programing (Canva, Jotform, Parishsoft, Parish Calendar etc.)
5. Ability to maintain confidentiality.
6. Exhibit patience and calmness in chaotic situations.
7. Ability to work with and without direct supervision.
8. Active participant in the work of the Catholic Church, preferred.

Duties and Responsibilities - Major Position Responsibilities and Regular Activities

Ministry of Customer Service:

- Support for the Holy Family Administrative Assistant (covering the position during lunch break, meetings, etc).

Office Support:

- Background clerical work for parish events which may include:
 - Copying binders for OCIA (Order of Christian Initiation for Adults), Yearly, Summer and Children's Liturgy of the Word
 - Enter data in Jotform
 - Making event booklets, brochures, and coordinating other printing projects
 - Sending postcards to new parents for Mother's and Father's Day, and other events
 - Compiling evaluations for events
- Maintain records for payments and registry details for Elementary and High School Formation Families
- Coordinates Baptisms:
 - Answering phone and email requests, provides all requested information regarding Baptism scheduling
 - Schedules on calendar, confirms with family
 - Make certificates, prints off letter from Archbishop, prepares envelope and provides to Presider
 - Prepares post-baptism card
- Update data in ParishSoft with updated information
- Data entry of attendance in spreadsheet

- Assemble material for Sacraments
- Assists in the ordering, receiving, stocking and distributing office supplies for the Christian Formation department.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating.
- Proofreading and editing materials as requested.
- Ensures catechists/volunteers are certified in Safe Environment according to the Archdiocese of Milwaukee guidelines (CMG).
- Maintain database of Liturgical Ministers.
- Schedule Liturgical Ministers for weekend Masses, liturgical seasons, and special feast days, assist liturgical ministers in using the electronic scheduler, and mail out printed schedules to liturgical ministers without technology.

Records/Reports

- Enters Baptism dates into Parish Calendar
- Maintains sacramental registers, e.g., baptisms, marriages, deaths, confirmation, communion.

Other:

- Maintains orderly files and a clean, organized office space.
- Special projects based on the cycle of the parish.
- Attends parish staff meeting, as needed.
- Archdiocesan sponsored respective training/workshops.
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands 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.

Nature of Supervision Received:

Minimum supervision once trained.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and/or school and direction from the supervisor and/or Pastor.

Number of Employees/Volunteers Supervised:

None

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____

Date - _____