

ST. STEPHEN CATHOLIC CHURCH

POSITION TITLE: Administrative Assistant/Secretary

Opening Date: 07/13/2023

Closing Date: When Filled

Location of Job: St. Stephen Catholic Church

Location Address: 1112 SE 41st Ave, Portland, OR 97214

Position: Part-time (19 hrs/week)

Position Summary: The Administrative Assistant candidate coordinates the parish office while providing administrative support, reception, and secretarial services. The candidate will have a proven ability to work efficiently in an office, including being proficient in Word, Excel, and Google versions of the same. Experience with data management software, such as CDM Plus, is preferred. Must be willing to make contact with the public and parishioners. The candidate must be a practicing Catholic in good standing with the Church.

This 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 low to moderate supervision.

Primary Responsibilities:

- Answers telephone calls, takes messages as needed; greets and receives visitors at the parish office and provides assistance or directs them to the appropriate offices or agencies.
- Maintains a strict level of confidentiality on all matters relating to parish business
- 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.
- Coordinates with money counters. Maintains records of mass intentions and financial contributions. Prepares and sends yearly contribution letters.

- Works closely with the bookkeeper. Prepares accounts payable invoices and check requests for bookkeeper. Completes any follow-up research with vendors as needed.
- Serves as HR coordinator in collecting timesheets and other employee paperwork. Responds to information with archdiocese, state agencies, employees, and payroll and benefits agencies.
- Composes and types correspondence on matters not requiring a personal response from the pastor or other church official.
- Maintains general calendar for all parish facilities. Assists with arrangements for special events and rental of parish facilities.
- Facilitates access to buildings and keys for volunteers and contractors
- Performs other work-related duties as needed.

Required Knowledge, Skills, and Abilities:

- 2 – 3 years' experience in an office environment
- 2 – 4 years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures
- Participates in church events on workdays (daily Mass or Vespers)
- Must comply with parish dress code (see bulletin)
- Understanding of general principles of office operations and administrative procedures.
- Proven ability to maintain confidentiality.
- Proficient computer skills and demonstrated experience with word processing and data management software applications.
- Strong organizational and time-management skills to prioritize workload and multi-task to meet demands.
- High level of accuracy and attention to detail.
- Demonstrated success in following through and completing routine tasks.
- Strong verbal and written communication skills.
- Excellent interpersonal and collaboration skills; able to work as a team member

Physical Demands: While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds. Some exceptions may be made in accordance with ADA.

Job Conditions: Work is performed indoors, in an office setting.

Please send resume and cover letter to saintstephenpdx@gmail.com to apply or with any questions.