

## **POSITION DESCRIPTION**

St. Joseph's Catholic Church of Grand Rapids, Minnesota

Job Title:	<b>Administrative Secretary</b>
Department:	Administration
Reports To:	Pastor, Business Manager
FLSA Status:	Full-Time or Part-Time, Non-Exempt
Prepared By:	Fr. Blake Rozier, Pastor
Revised Date:	June 3, 2024
Schedule	Dependent on Full-Time or Part-Time Status

### **SUMMARY**

The administrative secretary is the primary point of reception to the parish office (virtual and in person); to provide administrative secretarial support to assigned parish staff and the various office functions which are intended to foster the mission of the Church and school. This position functions primarily as a key point of contact for information and communication, recordkeeping, referral, administrative and secretarial support, general office support, and provide work direction for office volunteers.

This position visibly models the values and principles of the faith through performance of administrative and secretarial duties that fosters an environment that is positive, affirming, peaceful, evangelization-oriented, and faith-filled while providing respect for the dignity of all persons. Must adhere to parish policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

### **CONTEXT**

St. Joseph and St. Augustine Catholic Churches are a parish cluster served by one pastor. St. Joseph School is a parochial school located on the grounds of St. Joseph Catholic Church.

This position is an extension of the Church's ministry. The incumbent must have the willingness and ability to support and advance the Mission of the Universal and Local Roman Catholic Church.

### **MAJOR AREAS OF RESPONSIBILITY / ESSENTIAL DUTIES**

#### **Communications:**

- Greet, assist/respond and communicate with parishioners and visitors (phone, email, in person) in a warm and friendly manner; refer accurate and timely messages to appropriate personnel; ensure office hours are covered (including coordinating opening and lockup)
- Communicate regularly with pastor and relevant staff to attend to various matters, parish needs and events; communicate funerals to lead volunteers (usher, server, luncheon coordinator, etc.); communicate with clergy for outbound Eucharistic ministry needs
- Foster and maintain good working relationships with fellow employees, diocesan personnel, vendors, contractors, funeral homes, etc.; positive role model and mentor for parishioners and volunteers

- Maintain communication areas (i.e., bulletin boards with timely and appropriate information); maintain donation envelopes and display areas
- Regularly and accurately inform publications editor of relevant communications and information; regularly provide updates of parishioner address information to diocesan personnel; update Flocknote recipient list

### **Scheduling:**

- Promptly respond to sacramental intake and scheduling and facility use inquiries; forward relevant information to clergy for funerals, weddings, baptisms, etc.
- Accurately schedule and track Mass Intentions and distribute to bulletin editor; prepare and distribute monthly Mass Intercessions for clergy
- Administer online parish calendar for room and event scheduling (in coordination with pastor, business manager and development director); ensure shared office (and shared school rooms), storage and meeting space areas are kept neat and organized (including tables and chairs)
- Schedule office volunteer support and provide work direction

### **Administrative | Secretarial | Clerical:**

- Effectively and efficiently perform office secretarial support functions: composing, corresponding, filing, notetaking, spreadsheet tracking, data entry, administrative recordkeeping, creating forms, flyers, signage, announcements and brochures, compiling reports, special projects, maintain relevant parish subscriptions, etc.
- Responsible for recording and maintaining written and digital sacramental and death records; prepare and distribute sacramental certificates; compile annual sacramental reports for diocese; provide other summaries or reports as required
- Administer new parishioner intake process and volunteer ministry inquiries; provide support for OCIA (Order of Christian Initiation of Adults) formation process; setup technology resources as needed
- With input from appropriate staff, document, communicate and monitor/update general parish procedures for various parish functions (i.e., bulletin board usage, funeral luncheon procedures and fees; facility use guidelines, etc.)
- Administer and process facility use and rental agreements
- Assist with inventory and dispensing of property keys to necessary personnel
- Check inventories and order supplies (i.e., office, kitchen – including funeral food and diaconate formation dry goods supplies, liturgical supplies, and giving envelopes); inform clergy and necessary personnel of order and delivery dates/times; utilize wise stewardship of resources
- Receive and distribute incoming mail and packages; prep and postmark packages and mail; prepare mailing labels; coordinate and deliver bulk mailings (annual contribution statements; etc.)
- Comply with all diocesan and parish guidelines and policies
- Attend all parish staff meetings, training and workshops/retreats; maintain confidentiality at all times
- Fulfills other responsibilities as identified by the pastor and/or business manager

## **GENERAL RESPONSIBILITIES**

Maintain a current level of knowledge and skills required to effectively serve in this position. This is accomplished by initial work direction and on-site training, experience, attending workshops or classes as directed.

## **SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees; provides work direction for office and ministry volunteers.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION, TRAINING and/or EXPERIENCE**

1. High School graduate
2. Excellent grammar, proofreading skills and attention to detail
3. Excellent communication skills (interpersonal, virtual, verbal, written, text and telephone)
4. Demonstrated proficiency in Microsoft Office: Publisher, Word, Excel; strong computer skills
5. Education, training, or experience in administrative and secretarial support; database experience helpful
6. Ability to learn new skills using apps and design tools (i.e., Flocknote, Canva, etc.) with a critical eye for layout and design helpful
7. Knowledge, understanding and appreciation of the Catholic Church is helpful with participation in the sacred liturgies desirable; desire to advance the mission of the Catholic faith through evangelization

## **LANGUAGE SKILLS**

Incumbent must have the ability to read, analyze and interpret general business correspondence and procedures or governmental regulations. Must have the ability to formulate words in written form and communicate concepts with clarity. Must effectively and accurately present oral or written information and respond to questions. Incumbent must have keen attention to detail.

## **OTHER SKILLS AND ABILITIES**

1. Ability to problem solve
2. Ability to work independently and ability to collaborate effectively in a professional and friendly manner with other administrative office team members, diocesan and school personnel and students, parishioners, volunteers, vendors, etc.
3. Strong organizational skills; capable of managing priorities, multi-tasking and managing workload and deadlines
4. Ability to receive work direction from administrative team members and pastor
5. Ability to discern appropriate communications for intended audience
6. Must be able to successfully pass safe environment training and a criminal background check

### **CERTIFICATES, LICENSES**

A driver's license is required for this position.

### **PHYSICAL DEMANDS**

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 these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional office and school setting with individual work spaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel may be expected for training and/or retreats which may be outside of regular office hours.