

**ST. JOHN FISHER CHURCH  
JOB DESCRIPTION  
PARISH SECRETARY/RECEPTIONIST**

**I. POSITION DESCRIPTION**

Title: Parish Secretary/Receptionist

Status: Part time, Non-exempt, 12 months

**II. PRIMARY FUNCTION**

The secretary/receptionist provides secretarial and clerical support for the parish office operations.

**III. POSITION CONTENT**

**A. PRIMARY RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Provides receptionist services for the parish office
  - Records clear and accurate messages
  - Handles routine questions about policies
  - Greets and assists parish visitors in a professional and friendly manner
2. Provides secretarial and clerical services to the pastor, parochial vicar, business manager and pastoral associate
  - Performs word processing and correspondence
  - Distributes mail and other related material
  - Prepares and sends mailings at various times throughout the year
  - Maintains filing system
  - Maintains and oversees inventory of office and liturgical supplies
  - Receives and places telephone calls
3. Provides bookkeeping/ recordkeeping services for the parish
  - Maintains accurate records for the parish office (e.g. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, Mass intentions, etc.)
  - Performs appropriate data entry functions
  - Assists with preparation of other bookkeeping procedures
4. Coordinates and schedules volunteers in the parish office

5. Compiles requests for bulletin blurbs and inserts
6. Prepares and oversees distribution of weekly Sunday bulletin and monthly (or as needed) parish newsletter, and potentially other digital communications
7. Prepares funeral programs and other publications as needed
8. Assists Pastoral Associate in preparing for Summer Religious Education program and ongoing faith formation programs

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGE AND/OR ABILITIES**

- Must have working knowledge of and skill in using personal computers and office software programs, specifically Microsoft Office products (most importantly Publisher), although additional training will be provided
- Must be adept in creatively laying out copy for bulletin and newsletter
- Knowledge of PDS software program is preferred but not required
- Must have proficient keyboarding skills
- Must have ability to effectively and professionally communicate verbally and in writing
- Must have basic knowledge of how the parish operates and be able to grasp quickly how the parish office functions
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons
- Must understand legal, ethical and moral standards and apply them to fulfillment of job duties
- Knowledge of the Catholic faith and customs is preferred but not required

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

Previous training on/or applicable experience using computer hardware and software required

#### **V. WORKING ENVIRONMENT**

This full year, part-time position is approximately 18 hours per week. Additional hours may be required during the two week summer religious education program. Background check and VIRTUS certification required upon notification of hire.

To apply for this position, please email your resume with cover letter and three references to [resume@sjfchurch.org](mailto:resume@sjfchurch.org) by April 9<sup>th</sup>, 2018.