**JOB DESCRIPTION**

**JOB TITLE:** Parish Secretary

**JOB CLASSIFICATION:** Non-Exempt (salary)

**DEPARTMENT:** Administration

**REPORTS TO:** Pastor; Director of Pastoral Services

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**Normal Work Days/Hours**

40 hours per week with some flexibility depending on parish schedule.

Monday – Friday: 8:00 AM – 4:30 PM

**General Description of Duties**

As a Parish Secretary you will assume the duty of clerical and administrative support in the parish office. You will assist the Pastor and staff by supporting them with planning and distributing information. You will be the point of reference for all queries or requests, and will provide a welcoming and hospitable presence to all parishioners, guests, and visitors. In addition, the Parish Secretary offers support and assistance for parish and pastoral programs.

**Primary Duties and Responsibilities**

- Welcomes and greets visitors to the parish office; assures their comfort, and directs them to the proper staff or service; maintains parish calendars and appointments as needed.
- Provides executive-level administrative support to the Pastor and staff.
- Answers telephones; forwards calls and/or records and forwards messages accurately.
- Coordinates and enters Mass intentions, special dates, and meetings into Mass book.
- Prepares labels and envelopes for mailing.
- Types forms and other documents as required; collates and photocopies materials as needed; maintains and organizes office supplies.
- Compiles, copies, sorts, and maintains files, reports, documents, and records (including Sacramental records).
- Enters data into Parish Data Base System (PDS) for Sunday contributions and updated records of parishioners.
- Provide support for various parish and pastoral programs or events throughout the year.
- Other duties as assigned.

**Qualifications**

- Secretarial-related experience: 2+ year (preferred)
- Education: High School Diploma; College Degree (preferred)
- Able to multitask in a fast paced environment
- Computer literate & fast learner (able to learn the Parish Data Systems Program if not currently familiar with this operating system – training will be provided)
- Knowledgeable and facility of Microsoft Office systems (Word, Excel, PowerPoint, etc.)
- Excellent language and communication skills required (written and verbal)
- Able to provide required up-to-date State and Archdiocesan required clearances such as: Mandatory Reporter, Criminal Background check, Safe environment training technology addendum, and any other future needed clearances made necessary through the Parish, Archdiocese, or State.
- Able to self-ambulate up and down stairs, and lift up to 25lbs.

Interested applicants can send their resume to resume@sjvgladwyne.com