

# **DIOCESE OF PHOENIX**

## **JOB DESCRIPTION**

**Title:** Administrative Assistant  
**Supervisor:** Office Manager  
**Date:** March 24, 2017

### ***Purpose and Scope***

This position provides general front office receptionist services for the Parish and provides general clerical services for the Parish Office. This position reports to the Office Manager.

### ***Essential Job Functions***

- Telephone/Front Desk
  - ✓ Answers telephones, takes messages and coordinates appointments
  - ✓ Assists visitors in the parish office
  - ✓ Screens phone calls for the parish staff
  - ✓ On a daily basis, forwards voice mail messages that enter the system after office hours to the appropriate person or department.
  - ✓ Greets and welcomes visitors in a professional manner
  - ✓ Maintains general housekeeping of reception area
  - ✓ Directs to appropriate agency persons in need who are seeking food, shelter, clothing and travel assistance. Keeps current listing of agencies that provide such services.
  
- Recording
  - ✓ Posts weekly parishioner donations into parish census software program
  - ✓ Maintains accurate parishioner information in both the parish database and the diocesan database
  - ✓ Maintains sacramental records, notifications and certificates
  - ✓ Coordinates distribution of envelopes
  - ✓ Coordinates input of new registrations into parish and diocesan databases
  
- Provides general secretarial/clerical services for the Pastor, including but not necessarily limited to:
  - ✓ Mailings, stuffing envelopes, filing, typing labels and tabs, assembling books.
  - ✓ Typing correspondence, reports and proofreading documents for staff.

- ✓ Report distribution.
- ✓ Maintains mailing lists for Parish.
  
- Maintains current parish event advertising
  - ✓ Ensures parish website is updated with current information, particularly the calendar
  - ✓ Helps keep track of and make flyers/ads for various parish events such as for missions, Holy Week, penance services, etc.

***Additional Job Functions***

- Creates a hospitable, Christ like environment.
- Assists in special projects as directed.
- Performs any job-related task(s) necessary for the smooth flow of operations within the parish.
- Contributes to team effort for a professional office environment and maintain good working relationships with all diocesan and parish staff.

***Knowledge, Skills and Abilities Required***

- Knowledge of word/data processing, general office and secretarial procedures.
- Proficient typing skills and working experience of computer Microsoft Office software including Word and Excel.
- Ability to work under pressure, manage multiple projects simultaneously and handle stressful situations.
- Ability to make decisions in a timely manner and communicate these decisions effectively.
- Excellent written and verbal communication skills.
- Ability to set priorities and organize work effectively.
- Ability to maintain confidentiality.
- Strong knowledge of the Catholic faith preferred

***Minimum Qualifications***

- High School diploma or equivalent certificate and a minimum of three years working experience in a related position.

Pastor's Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_