



1725 S. 11th Avenue · Bozeman, MT 59715 / 406-586-9243

Job Title: Office Administrator

Department: Parish Operating and Administrative

Reports To: Director of Operations

FLSA Status: Non-Exempt

Purpose of Position

The Office Administrator at Resurrection University Catholic Parish (RUCP) provides key administrative and clerical support in furthering the ministry of RUCP. This person exercises a central role in the parish office, directly supporting the Pastor, Parochial Vicar, and other priests to help facilitate sacramental programs while also executing all main office functions and being the centralized hub for all communications, both incoming and outgoing. The person in this role is often the entry point of someone to the parish, whether via email, telephonically, or in person. In this critical role, they must reflect well the values of the parish and be pastoral in nature when meeting people in a state of crisis and/or from different backgrounds, welcoming all as Jesus would.

Essential Duties and Responsibilities

- Perform receptionist duties, including:
 - Opening the building and church at the beginning of the shift and locking up at the end of the shift when events are not taking place, ensuring the building is empty and secure
 - Greeting parishioners, visitors, volunteers, staff, students, and vendors, assisting them with their needs while providing a sense of hospitality and welcome
 - Answering incoming phone calls and office emails in a timely, professional, and courteous manner, responding to queries and/or directing to others for assistance when necessary
 - Screening voicemails, routing callers to appropriate parties
 - Processing all parish mail, including collecting mail from outside mailbox and distributing it appropriately, and picking up/delivering mail from/to post office as necessary
 - Scheduling Mass intentions and collecting donations when offered
 - Maintaining parish google calendars by scheduling parish events, reserving meeting spaces, and managing Pastor's calendar (as requested)
- Perform office functions, including:
 - Providing general administrative and clerical support and assisting with Campus Ministry program and Development efforts as needed
 - Maintaining technology services, including internet, telephones, printers/copy machines, etc., keeping systems functional, stocked, and returning used toner cartridges for recycling
 - Preparing correspondence as requested
 - Monitoring inventory of all liturgical and office supplies and placing orders as necessary, researching cost savings and reflecting good stewardship of parish resources
 - Maintaining tidy reception area and keeping storage and supply closets stocked and organized
 - Mailing signed checks and filing backup
- Perform communications duties, including
 - Designing weekly bulletin and submitting it for publication by publisher's deadlines

- Assisting with generation of bulletin inserts or other marketing materials as needed
- Ensuring bulletins are stuffed when necessary and placed in the sacristy for weekend Masses
- Managing information at information desks and bulletin boards, keeping things current and tidy
- Creating and sending communications via Flocknote
- Preparing weekly Mass announcements for priests
- Updating website as necessary
- Perform liturgical duties, including
 - Providing liturgical year materials as needed, including music ministry sheets, Stations of the Cross booklets, Easter vigil candles, etc.
 - Managing weekly sanctuary materials, including minister schedule, Mass intentions, prayers of the faithful, training schedule, Hispanic Mass pamphlet, etc.
 - Monitoring sanctuary and chapel candles, and coordinating altar linen care
- Facilitate Sacraments, including
 - Maintaining sacramental record books and required documentation
 - Informing other parishes of sacraments received at RUCP
 - Interfacing with parents and godparents for upcoming baptisms, managing paperwork and scheduling training
 - Assisting ministry staff as needed, including preparation of sacramental certificates and providing funeral planning support
- Perform miscellaneous duties, including
 - Managing registration for and distribution of Adoration Chapel code, maintaining comprehensive list of everyone with access; coordinating access code updates as requested
 - Supporting distribution and collection of parish keys
 - Serving as backup for making bank deposits, picking up money bags/receipts, and preparing for weekly counting sessions
 - Attending and taking notes at weekly staff meetings; also attending occasional, after-hour gatherings where staff assistance is needed for special events
 - Coordinating and training those who fill in at the reception desk for anticipated absences
 - Assisting in recruiting, hiring, and onboarding new personnel when needed
 - Cross training on additional administrative duties to provide additional support when needed
 - Performing additional administrative tasks and duties as requested by the Director of Operations

General Responsibilities

- Demonstrate understanding, respect, and support of Catholic church teachings, mission, and values, including understanding both the basic terminology of the Church and the ministries of the Diocese of Helena (DOH) in order to maintain effective productivity and relationship
- Display a professional, pleasant demeanor, promoting a healthy and Christian environment for staff, parishioners, volunteers, and visitors
- Display enthusiasm and excellent interpersonal skills when representing RUCP to people
- Effectively utilize time and opportunity as valuable resources to benefit the parish, prioritizing and managing multiple projects simultaneously, and anticipating needs and deadlines in advance
- Manifest a strong drive to contribute and achieve results, effectively multitasking and working quickly under pressure

- Utilize the utmost of discretion in dealing with the sensitive nature of information received and processed, and be completely trustworthy with confidential information
- Identify, internalize, and embrace the mission of the parish and a nonprofit setting
- Maintain a solid commitment to customer service excellence, treating all with respect
- Remain adaptable and flexible, being open to new ideas, taking on new responsibilities, and adjusting plans to meet changing needs and priorities within the broader goals of the parish office
- Maintain exceptional listening, written, and verbal communication skills
- Possess ability to work successfully both independently and in a team environment, collaborating effectively with coworkers, supervisors, DOH personnel, and the general public
- Recognize issues and follow through on them in a timely manner
- Possess excellent office management and organizational skills
- Be flexible toward adjusting responsibilities to best allocate our collective gifts and talents to meet the needs of the parish while economizing our resources, including personnel

Qualifications

In our personal and professional lives, parish employees embrace the moral and religious teachings and beliefs of the Roman Catholic Church in our words and actions. As a staff member of RUCP, we are honored to uphold ourselves to the highest code of conduct as an example of how Christ lived.

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

Education and/or Experience

Minimum Requirements

- Practicing Catholic in good standing with an affinity and passion for the overall mission of RUCP
- Excellent knowledge and demonstrated experience with the Roman Catholic parish life, the Catholic liturgical cycle and calendar, and pastoral issues
- Submission of satisfactory background check and successful completion of, and ongoing compliance with *VIRTUS Protecting God's Children* training requirements
- High school diploma or equivalent
- Previous experience and success in an office environment with exposure to clerical duties
- Thorough working knowledge of Google calendar and Microsoft Office Suite, with advanced knowledge in Excel and Word

Desired Qualifications

- Understanding of office operations of parishes and schools in a Catholic context
- Postsecondary education with a degree in office management or comparable certification
- Two years of successful experience in administrative or similar capacity
- Thorough working knowledge of Microsoft Publisher and PowerPoint
- Ability to both support and manage front office personnel

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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position functions in an office environment with many interruptions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena and RUCP reserve the right to amend and change responsibilities to meet business and organizational needs as necessary. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.