

POSITION DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT

STATUS: Full Time

REPORTS TO: Pastor

POSITION SUMMARY

Provides key administrative and clerical support in furthering the ministry of Resurrection University Parish. This position will support all main office functions including: coordinating the functions of the other office staff, managing information systems, assisting with sacramental preparation and campus ministry activities, preparing correspondence, maintaining calendars, answering phones. This person must be a “pastoral” and welcoming person who can relate to people with problems, in crisis.

Full time: 40 hours per week

Required Education and Experience

High School Diploma or equivalent

Previous experience and success in an office environment with exposure to clerical, human resource and financial duties

Familiarity with and knowledge of Roman Catholic parish life and pastoral issues

Training for Protecting God’s Children and compliance with monthly online VIRTUS training

Required Knowledge, Skills and Abilities

Proficient with MS Office Applications (Word, Excel, Access and Publisher)

Proficient in working with information systems (data inflow and reporting)

Good interpersonal skills

Strong communication skills– verbal and written (including electronic and online)

Strong leadership and organizational skills

Ability to work with people on different levels and of different backgrounds and personalities

Comfort working through ambiguity and working in a high paced environment

Understanding of the policies of the Diocese of Helena concerning parishes

Personal Characteristics

Love for Jesus Christ and desire to grow deeper in relationship with Him as manifested in full participation in Church life, including Mass and Confession

Assertiveness

Humor and wit

Desire to work with people and encounter new people

Willingness to try new things and step outside of the comfort zone

Essential Duties and Responsibilities

Direct support for the priests (i.e. managing calendars, scheduling events, sacramental prep, interfacing with Pastoral and Finance Councils)
Support for campus ministry (scheduling events, helping with development/fundraising)
Coordinate activities in the office to ensure smooth functioning and collaboration between staff
Coordinate, synchronize and streamline our various means of communication
Manage our PDS Church Office information system along with the Abundant Giving software that integrates with Church Office
Attend weekly staff meetings
Assist in recruiting, hiring and onboarding new personnel
Provide backup for funerals when the funeral coordinator is unavailable
Other duties as assigned

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 a controlled atmosphere building. 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 reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I understand all the above as requirements for this position and I am able to perform the essential functions indicated.

Name _____

Signature _____

Date _____