

Administrative Assistant -Bilingual English/Vietnamese for Our Lady of Refuge Parish in San Jose

POSITION SUMMARY:

The Administrative Assistant is primarily providing administrative and related office services to ensure smooth operation in both the Catechetical Office and the Parish Administrative Office in service to the Vietnamese/English community.

REQUIREMENTS:

- Bilingual in both English and Vietnamese with excellent reading, writing, and translation skills. Fluency in speaking Vietnamese along with college level English.
- AA degree plus 3-5 years of experiences as Administrative Assistant.
- Proficient computer skills in Windows Office (Publisher, Word, Excel, Outlook, etc.), ParishSoft program and ability to learn other software
- Available to work evenings and/or weekends, as needed

QUALIFICATIONS:

- Good knowledge of the Catholic Doctrine and parish community
- Some experience with parish operation and office skills
- Ability to work as a team as there are some shared responsibilities
- A caring and hospitable attitude towards others
- Good organizational skills

DUTIES & RESPONSIBILITIES FOR RELIGIOUS EDUCATION PROGRAM:

1. Interacts with members of the community who come to the parish office
2. Maintains all required student data and documentation in the Parishsoft Program, e.g. registrations, tuition payments, church documents, etc.
 1. Records the sacraments received in the Religious Education program into the appropriate parish registers
3. Maintains attendance records for the Vietnamese and English Religious Ed Program
4. Assists catechists with classroom supplies, printing requests, etc.
5. Assists with the Summer Vacation Bible Camp

DUTIES & RESPONSIBILITIES FOR THE PARISH ADMINISTRATION

1. Assists with all communication in Vietnamese including phone calls, emails, voicemails.
2. Assists community members who come to the parish office by providing general parish information, including taking information in preparation of documents related to Weddings, Funerals, Baptisms (including the Pre-Baptismal Class).

3. Records all Vietnamese sacramental data into the appropriate parish registers and in ParishSoft
4. Translates the approved articles for the Parish Bulletin (English to Vietnamese and/or Vietnamese to English) and submits them in a timely manner to the bulletin editor
5. Participates in staff meetings

WORK SCHEDULE:

15-16 hours per week (Tues.– Fri. & Sat. afternoons in Religious Education season)

HOW TO APPLY:

Please send cover letter and resume to jobs@dsj.org.