

# HELP WANTED

## PARISH ADMINISTRATIVE ASSISTANT

St. Mary Parish is looking for a full-time Parish Administrative Assistant responsible for providing Parish clergy, staff and ministries with administrative support.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assistant to Pastor: schedule appointments, maintain calendar, process mail, phone calls, and letters
- Maintain family directory, ministry and time/talent database
- Process paperwork for Weddings, Baptisms and Funerals
- Monitor all volunteers and employees for current Safe Environments training
- Mass Intention scheduling and maintain tracking software
- Maintain Adoration Chapel software
- Post weekly offertory to database
- Create and distribute monthly activities calendar
- Prepare weekly Prayers of the Faithful
- Reception Desk - front desk responsibilities from 2:00pm – 4:00pm, daily
- Projects as needed

### SKILLS

- Works independently with little supervision, confidentiality and discretion
- Good communicator both verbal and written, with people inside and outside Parish
- Excellent analytical, organizational and project management skills
- Superior computer skills with working knowledge of Microsoft office, database applications and information technology
- Practicing Catholic (Parishioner preferred)

### EDUCATION & EXPERIENCE

This position requires a minimum of 5 to 7 years experience as an executive/administrative assistant in a church or business environment or equivalent experience. AA/BA Degree in Business or related field is preferred.

Hours are 9am-5pm, Monday-Friday. Benefits include health and dental coverage, paid vacation and pension program. Please send your resume, cover letter and salary requirements to [stmary@smcr.org](mailto:stmary@smcr.org).