

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT / SECRETARY

St. Mary Church, Oxford
C-1 Family of Parishes

I. IDENTIFYING INFORMATION

Position Title: Administrative Assistant / Secretary

Status: Part time, Non exempt, 12 months (Time per/week is not to exceed 29 hours over annual timeframe)

Reports to: Pastor (Fr. David Doseck)

II. PRIMARY FUNCTION OF THIS POSITION

Assists the Pastor and several staff members with secretarial and administrative functions. This is a wonderful opportunity to share Jesus' love as you welcome people to the office, help support the ministry of the priests and other staff in our parish, work with others on the phone, organize correct data systems for helping parishioners in their faith journey, and share the latest parish news and faith opportunities through the bulletin. If you love people and enjoy diversity in what you do, this could be the job for you.

III. POSITION CONTENT

- Handles correspondence and prepares responses in writing and email for the Pastor and Parochial Vicar.
- Maintains Pastor's calendar and arranges appointments/meetings.
- Performs many of the secretarial/administrative job responsibilities for the parish including but not limited to answering phones, handling questions about policies and procedures, greeting visitors with a warm welcome, and referring questions and people to the responsible departments in the parish.
- Prepares, submits, and distributes weekly bulletin and other newsletters as assigned.
- The Secretary provides secretarial and clerical support for the parish office operations.
- Maintains Sacramental records, parish registration, and other filing/data systems.
- Maintains facilities calendar and accommodates requests for changes.
- Coordinates along with another staff member the SafeParish registrations and training compliance with the Archdiocese of Cincinnati.
- Other tasks as assigned by the Pastor

IV. POSITION REQUIREMENTS

- Must have knowledge of and skill in using personal computers and word processing, desktop publishing (Microsoft Publisher), Excel, networking and email.
- Operate all office equipment and a desire to learn new technology with training provided (computer, multi-line phone system, scanner, copier, folding machine, etc.)
- Must be willing to be a team player focused on humility, learning, and leadership
- Must have proficient keyboarding skills and note taking skills
- Must be able to self-start and multitask while patiently handling interruptions
- Must have ability to communicate verbally and in writing
- Must have ability to maintain confidentiality in all matters

- General knowledge of the Catholic Church
- Must have ability to relate to a variety of persons

V. EDUCATION, TRAINING AND/OR EXPERIENCE

- Previous training on/or applicable experience using computer hardware and software required.
- 3-5 Years of Secretarial/Administrative Office Experience desired

VI. WORKING ENVIRONMENT

The Administrative Assistant / Secretary position with a part-time schedule is not to exceed 29 hours per/week over an annual timeframe.

Normal Office Hours expected (Timeframes are open for discussion):

Monday - Thursday: 9:00 am – 3:00 pm

Friday: No Office Hours

*1/2 Hour Lunch Break is provided and scheduled at your own discretion

VII. Benefits:

- Benefits and compensation are to be commensurate with experience and hours worked.

Employees of St. Mary Catholic Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Signature of Applicant

DATE

For more information or to submit a cover letter and resume please contact Fr. David Doseck at fr.david@stmox.org or call him directly at (937) 683-1201

Resumes accepted through August 30, 2022.