

**Our Lady Queen of Heaven
Administrative Assistant I
Position Description**

Employment Classification: Regular FT (INCL – full benefits)

Work Period: 40 hours weekly

Salary Grade: Z1-6

Reports to: Pastoral Coordinator

I. PURPOSE

The purpose of this position is to provide administrative and clerical support to the pastor and staff as requested.

II. MAJOR DUTIES AND RESPONSIBILITIES

This job description for **Administrative Assistant I** includes but is not limited to:

1. Collaborating with the pastor and staff in implementing the mission of the Parish through participating in the planning efforts with the Pastor and parish staff and implementing and evaluating the parish's goals in the area of administrative support. Incumbent serves as a professional resource to the staff in the area of census and data entry.

2. Proficient in Google Suite for scheduling appointments for the Pastoral Coordinator and Parish Priest.

2. Provides a hospitable welcome to callers or persons having business in the parish. Performs receptionist duties.

Recruits, trains and schedules Volunteer Receptionists. Provides a one a year In-Service training for volunteer receptionists.

3. Assures the existence of a current record for each parishioner in the Parish Data System (PDS). This includes Census, Contribution, Sacramental, Talent, and other information as determined by the Pastor.

Maintains files of original parish registration cards. Orders new cards and makes changes as per the Pastor.

Provides a quarterly hard copy of the parish directory for the Pastor, Liturgist, and St. Vincent de Paul conference.

4. Assures all envelope and check contributions to the parish are accounted for in an accurate and timely manner and reconciles amounts with the bookkeeper. This is accomplished by posting all weekend collections in the PDS immediately after counting is accomplished by the counters. Reviews offering envelopes for notes from parishioners and/or visitors regarding census information or requesting to register. Sends letters to those who have forgotten to sign their checks, amounts payable don't match or accidentally put their check carbon into the collection. Records supplemental envelope information into Excel, paper records weekly and reconciles to PDS.

Recruits, trains and schedules money counters.

Collects and secures candle donations daily. Assures Coffee Hour blue pouches are in weekly Coffee Hour bins.

Orders materials from Archdiocese for Annual Catholic Appeal and Stewardship of Treasure and attends training sessions. Compiles and prints and sends a parish-wide mailing of ACA and ST letters and follow up letters as necessary or as directed by the pastor. Records parishioner donations to both campaigns and provides the report to the Archdiocese.

5. Coordinate parish-wide bulk mailings.

5. Assures parish census records are updated on a monthly basis. This is accomplished by adding, deleting, and changing information as needed with the company providing parish envelopes, and the Archdiocese.
6. Maintains manuals and information about the PDS system to ensure ease of operations or corrections of problems. Updates PDS on staff computers.
7. Design, gather information and photos for Annual Report.
8. Maintains volunteer list for Minister Appreciation event and provides labels.
9. Type and send Coffee Hour signup sheet and quarterly schedule to the volunteer Hospitality coordinator and mails to volunteers.
10. Orders postage stamps. Give post office authorization to hold parish mail during holiday closures.
11. Request and disburse petty cash and record keep the cash log.
12. Greier Hall Rental. Includes collection of fees and Greier Hall walk through. Send letter in case of non-refund of damage deposit
12. Maintains Server, computers and email, includes upgrading and/or installing of software, calling for maintenance, keep maintenance records and purchase needed equipment. See to the storage of hard drives. Assist staff with problems they might encounter. Maintain all password information.
13. Administrator of parish website, includes creating, designing, keep information current, including weekly bulletin, flyers, monthly event calendar, and uploading videos. Maintain licenses and copy for historical records.
14. Maintain copier, call for service, order toner and all supplies needed, and assign copier codes.
15. Administrator for MyParishapp. Post weekly bulletin, monthly events calendar, send messages, upload videos etc.
16. Set up funds through VANCO for fundraisers on iPad5. Provide instructions and sign-out sheet for device.
17. VANCO & PDS Electronic Giving: Manage parishioner information on Vanco website. Provide link on MyParshApp and parish website for online giving. Assure security certificate is current with GoDaddy. Transfer electronic giving information to PDS monthly. Balance monthly electronic giving with book keeper. Promote electronic giving opportunity.
18. Maintains financial information regarding parishioners donations. This is accomplished by maintaining a one year file of all contribution envelopes and filing all contribution envelopes in a safe place for a minimum of 13 months.
Compiles, prints, mails Quarterly and End of Year financial statements.
- Advance faith formation grades before faith formation registration and provide labels for mailings.
Record faith formation tuitions in PDS. Prepare faith formation tuition reminder letters.
19. Prepares letters and envelopes to send to those who donate to OLQH "in memory of" and to the family of the deceased, then mails.
20. When requested, prepares contribution statements to individuals donating over \$250.00 to the parish in a single donation or in a single day.
21. Assures the preparation and production of the weekly parish bulletin in a timely and efficient manner. Incumbent accomplishes this by editing the content and layout of the bulletin, and by completing the bulletin in

time for dispatch via modem to the publisher. Recruits and trains bulletin editor assistant to help with typing of the weekly bulletin.

22. Trains and backs up sacramental records secretary. Provides records that are requested during her absence. Attend archdiocesan sacramental records trainings.

23. Composes Oral Announcements for the weekend Masses.

24. Assures the parish church is properly opened and unalarmed in the morning and closed and alarmed in the afternoon during work week.

25. Maintains Mass Intention Schedule and provides training to volunteer receptionists when recording Mass Intentions. Disperse and provide a receipt of Mass stipends to the Pastor monthly.

26. Provides newly Registered parishioners with information about the parish. This is accomplished through implementation of the program established by the pastor.

27. Responsible for replenishing parish office and hospitality supplies. Including supplies for parish events, Simbang Gabi, International Potluck etc. Provide coordinators of Lenten Soup Supper with information and supplies.

29. Record weekly parish events or special Mass schedule on the main phone.

30. Posts current flyers and special collection information on Church bulletin boards. Assure special collection envelopes are available in the pews.

Makes usher name tags. Stocks water, parish registration cards and supplemental envelopes in usher cabinet.

31. Photos of Church, grounds, events etc. Provide camera or iPad5 for photos. Digitally file photos for historical records.

32. Maintains the Administrative bulletin board in Greier Hall. Creates a bulletin board theme and provides illustration and information.

33. In event of hiring of new employee and/or employee leaving, setting up of computer, changing passwords etc.

34. Maintain main office parish files and historical photos/documents et.. Recruit, train and supervise volunteer to help.

35. Provide a staff & volunteer receptionist emergency contact list.

Maintains a level of knowledge and skills required to function as an **Administrative Assistant I**. This may be accomplished through reading appropriate materials, participating in training opportunities and attending workshops required by pastor or approved by him.

Signed by: _____
(Incumbent)

Date: _____

Approved by: _____
(Pastor)

Date: _____