

## ADMINISTRATIVE ASSISTANT

### JOB DESCRIPTION

St. Cecilia and Immaculate Conception Churches are seeking to hire a part-time Administrative Assistant in the church office. The hours are 9:00 am – 2:00 pm Monday – Thursday and 9:00 am – 1:00 pm Friday. The Administrative Assistant will report to the Pastor and work alongside office volunteers.

### RESPONSIBILITIES:

- Performs secretarial duties for the Pastor, staff, and other designated ministry members.
- Welcomes all visitors that come into the office or telephone the Parish office and assist Parish Ministries.
- Order office supplies.
- Maintain the office calendar.
- Operates office machines and monitor their maintenance needs.
- Maintain sacramental information in record books and card files.
- Handle incoming and outgoing mail.
- Schedule and coordinate count teams.
- Order church supplies as needed.
- Coordinate bookkeeping items.
- Generate and mail end of year statements.
- Manage Parishioner database.
- Other duties as assigned.

### REQUIREMENTS:

- Minimum of a high school diploma or GED required.
- Minimum of 1 year experience as an Administrative Assistant and knowledge of clerical procedures, managing files and records, designing forms and other administrative office duties.
- Proficient in the use of Microsoft Office Suite products.
- Ability to provide compassionate attention to people in need with the ability to maintain confidentiality regarding situations.
- Understanding of the Catholic faith preferred.

Please submit all resumes via email to [office@churchofstcecilia.org](mailto:office@churchofstcecilia.org) or mail them to St. Cecilia Church 3300 Clifton Ave Baltimore, MD 21216.