



## **Administrative Assistant**

### **Summary**

Provide administrative support for the collaborative office operations.

### **Essential Duties and Responsibilities**

- Position responsibilities and regular activities:
  - Welcome church members and guests, conscious of creating a spirit of hospitality in keeping with the efforts of evangelization.
  - Provide receptionist services for the collaborative office: record clear and accurate messages; receive and direct calls for the pastor and pastoral team in a knowledgeable and professional manner with a high degree of sensitivity for confidentiality.
  - Handle routine questions about policies and refer to the pastoral team when required.
  - Coordinate calendars for both parishes, including booking funerals, anniversary Masses, and ministry space use.
  - Screen and sort incoming mail. Distribute the mail and other related materials.
  - Maintain an up-to-date filing system.
  - Work in collaboration with the Finance and Operations Manager to create for each parish an up-to-date census of the parishioners and track the basic information via church software, ParishSoft.
  - Prepare monthly church bulletins and update website where needed.
  - Prepare regular and bulk mailing databases as required.
  - Store permanent records in a safe place as required.
  - Monitor and order office supplies, keeping to budget.
  - Maintain a neat and efficient office.
  - Other duties as assigned.
- Clerical and record-keeping services:
  - Maintain records for both parishes (e.g., recording of sacraments, new parishioners' registration, and financial contributions for offertory/annual collection).
  - Generate letters to parishioners regarding donations as needed to meet IRS law.
  - Keep volunteer list up to date. Ensure that all volunteers are annually CORI'd, complete volunteer application, and attend the required safety workshop.
  - Prepare and submit reports to the Archdiocese as required.
  - Provide administrative support to volunteers who schedule liturgical ministers (i.e., Eucharistic ministers, lectors, etc.).

### **Qualifications**

- Bachelor's or associate degree from a recognized college.
- 3-5 years in a general office setting with administrative experience.
- Proficient in Google Workspace, Microsoft Office, and comfortable with computers and learning new software programs.
- Must be well organized, able to multitask, and effectively work in a changing environment.
- Experience handling confidential, sensitive, timely, and critical matters using good judgment, tact, respect, and discretion required.
- A strong service orientation.
- A high level of proficiency communicating effectively through email and/or telephone.
- Willingness to work together as part of a team.
- Excellent written and oral communication skills.
- Commitment to growth in your own relationship with Jesus Christ.
- Willingness to support the mission and vision of New Roads Catholic Community and the Roman Catholic Church.

**Details:**

- Reports To: Pastor
- Weekly schedule: 30 hours/week (Monday-Friday 9:00 am – 3:00 pm)
- This is a part-time, hourly, non-exempt position that is eligible for benefits including healthcare and paid time off.
- To apply, email cover letter and resume to Lou Fabrizio, [lfabrizio@newroadscatholic.org](mailto:lfabrizio@newroadscatholic.org).