



Administrative Assistant

Summary

We are New Roads Catholic Community, two Roman Catholic parishes in the Archdiocese of Boston working to renew and rebuild our church centered around the mission and message of Jesus! We are currently seeking an Administrative Assistant to provide administrative support for the collaborative office operations, our staff team, and our growing community in order to further our mission.

Essential Duties and Responsibilities

- Position responsibilities and regular activities:
 - Welcome any and every person who contacts us, conscious of creating a spirit of hospitality so that everyone who interacts with New Roads feels loved by our community and by God from the moment they arrive to the moment they leave.
 - Provide receptionist services for the collaborative office: record clear and accurate messages; receive and direct calls for the pastor and staff team in a knowledgeable and professional manner with a high degree of sensitivity for confidentiality.
 - Handle routine questions about policies and practices and refer to the pastoral team as needed. Represent the mission and vision of New Roads with clarity and enthusiasm.
 - Screen and sort incoming email, voicemail, and mail.
 - Coordinate calendars for both parishes, including booking funerals, anniversary Masses, and ministry space use.
 - Maintain an up-to-date and secure 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 to track the basic information via church software (ParishSoft).
 - Prepare monthly church bulletins and update the website as needed.
 - Prepare regular and bulk mailing databases as required.
 - Monitor & order office supplies, keeping to budget. Maintain a neat & 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 lists up to date. Ensure that all volunteers complete an annual CORI, submit a volunteer application, and attend the required safety training.
 - Prepare and submit reports to the Archdiocese as required.
 - Provide administrative support to volunteers as needed.

Qualifications

- A strong commitment to and enthusiasm for the mission and vision of New Roads.
- A strong service orientation and desire to serve in a support role within a team.
- Well organized, able to multitask, and work effectively in a changing environment.
- Experience handling confidential and sensitive matters using good judgment, respect, and discretion.
- 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.
- A high level of proficiency communicating effectively through email and/or telephone.
- Excellent written and oral communication skills.
- Commitment to growth in your own relationship with God.

Details:

- Reports To: Pastor
- Weekly schedule: approximately 30 hours/week (e.g. Monday-Friday 9:00 am – 3:00 pm) The exact schedule is flexible and to be determined in consultation with supervisor.
- This is a part-time, hourly, non-exempt position that is eligible for benefits including healthcare and paid time off.
- To apply, email a cover letter and resume to info@newroadscatholic.org.