

# Guardian Angels Catholic Church and School

## Chaska, Minnesota

### Job Description

<b>Position:</b>	<b>Parish Administrative Assistant</b>
<b>Date:</b>	July 15, 2020
<b>Reports to:</b>	Business Administrator
<b>Direct Reports:</b>	None
<b>Provides Work Direction to:</b>	Volunteers as appropriate
<b>Receives Work Direction from:</b>	Pastor, Business Administrator
<b>Resource Person to:</b>	parish staff, committees, or organizations as requested
<b>Status:</b>	FSLA Non-Exempt, 37.5 hours per week with eligibility for medical and retirement benefit
<b>Hours Hired to Work:</b>	Monday – Friday, 8:30 AM – 4:30 PM

### Purpose:

The Parish Administrative Assistant helps to create an atmosphere of a hospitable presence at the initial point of contact. The position is called to support the Pastor and the Business Administrator in processing communication and providing support with projects and administrative assistance.

### General Responsibilities

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. **It is required that this employee be an active, participating Roman Catholic.**

### Representative Responsibilities

1. \* Be present where needed, ready for work as needed to meet responsibilities. Includes recognizing when situations require additional effort, putting in more time when necessary, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.
2. \* Help create a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork.
3. \* Be at the communication front line, by greeting those entering the Parish Office, answering the main phone line, handling general emails that come to Guardian Angels, issuing keys to parishioners, and by accepting deliveries to assure that other staff members are able to effectively utilize their time.
4. \* Assist with financial and other mailings during the year including bulk mailings. Administer the One Call Now broadcast system and the Mailchimp bulletin broadcasts.

5. \* Maintain Sacramental Records for Guardian Angels Parish. Create sacramental certificates as requested.
6. \* Perform online data entry pertaining to routine record maintenance, including but not limited to:
  - a. **Family Suite:** member record updates, new member entries, and posting contributions
  - b. **eSpace:** scheduling events for outside groups, Faith Formation, and Latino ministry, coordinating calendar with school administrative assistant.
  - c. **Ministry Scheduler:** update member records and assist with the preparations for the liturgical ministry schedule
7. \* Create final draft of the weekly bulletin. Send to JS Paluch for printing and mass distribute to parish via Mailchimp.
8. \* Order and maintain office supplies.
9. \* Track and process all necessary forms, training, and background checks for current and new volunteers for Parish Essential 3 (Child Safety) database. Request data from Principal and Faith Formation Directors in Spring for Archdiocesan report.
10. \* Manage the training and scheduling of volunteers in the following areas: bulletin stuffing, parish wide phone calls, parish mailings, ministry reminder calls, etc.
11. \* Keeping Parish documents and communications accurate and up to date such as: Cathedral envelope list, Catholic Spirit list, all forms (new membership, volunteer opportunities, etc), Parish voicemail message, and information on the G.A. webpage.
12. \* Miscellaneous Responsibilities: take school calls when school admin at lunch, distribute mail when it arrives, and Monday morning money collection duties.
13. **Other Responsibilities:** Includes additional tasks identified (as needed) by the incumbent employee and/or assigned and approved by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be outlined in supplemental documents.

**The Responsibilities above preceded by “\*” are essential functions of this position.**

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**Qualifications:**

- High school graduate (or GED) required; Some post-secondary education or experience in administration required.
- Proficiency in Spanish and English languages desired.
- Successfully complete required background check and Virtus training.
- Strong Computer skills (MS Word, MS Excel, MS Publisher). Experience with ParishSoft, ministry scheduling, online facilities management a plus.
- Enjoy working with parents. Experience in faith formation a plus.

- Demonstrated skills in giving direction and being welcoming and hospitable.
- Proficient typing skills (50+ wpm).
- Detail-oriented and highly organized.

#### **Mental Demands:**

- Utilize good listening and communication skills – oral, phone and written in English. (Spanish a big plus.)
- Effectively use computer technology.
- Follow instructions and work independently in a self-motivated fashion on routine and regular responsibilities to accomplish tasks within appropriate timelines.
- Work cooperatively and well as a team member in a team atmosphere to achieve shared goals (staff, parishioners, volunteers, and the community).
- Recognize the need for and maintain confidentiality.
- Utilize computer skills to send e-mail messages, do word processing, create bulletins and other artistically-designed communication, and work with databases.
- Recognize and respect different views and facets of issues.
- Coordinate and implement multiple concurrent tasks.
- Plan, organize and meet deadlines, assessing realistically what is possible, given time constraints.
- Be pleasant and service-oriented even when exposed to negative influences.
- Be aware of surroundings and reactions of others. Respond appropriately.
- Keep Business Administrator, Pastor, and other fellow staff members informed.
- Train volunteers well, providing clear and understandable direction, ensuring that they are able to be productive.
- Be comfortable working with people of all ages.
- Develop relationships with parishioners in order to promote the mission of the parish.

#### **Physical Demands:**

- Sit for long periods of time, stand and walk up and down steps.
- Lift and move up to 25 pounds using proper techniques.
- Move easily to and from various locations in the complex.
- Hear and talk by phone and communicate with adequate proficiency by electronic means.
- Utilize keyboard and other office equipment for at least a short period of time.

#### **Supplemental Information:**

Due to changing parish needs and/or structural organization, it is possible that this job description may require modification. It is the desire of Guardian Angels Catholic Church and School that any such modification be made by mutual consent. However, it is understood that the needs of the parish community must take priority in any such modification.

#### **Performance:**

Performance will be measured against the functions described within, compliance with parish policy and procedures, and progress toward and completion of mutually agreed upon annual personal goals and objectives.

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I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will also change.

Employee's signature \_\_\_\_\_ date \_\_\_\_\_

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor's signature \_\_\_\_\_ date \_\_\_\_\_

*The effective date of this job description is February 15, 2013*

**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization's needs change, my job description will change.

\_\_\_\_\_  
Signature Date

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_  
Signature Date