

## HOLY TRINITY

### POSITION DESCRIPTION

**POSITION TITLE:** Parish Administrative Assistant (approx. 25 hours per week)  
**DATE:** 08-17-2018  
**REPORTS TO:** Director of Administrative Services

#### **POSITION PURPOSE/MISSION:**

Responsible for parish communication. Maintain parish records and assist, pastor, parish members and staff as needed.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Prepare bulletin, submit to website and take to church before weekend Masses.
- Respond to parish member calls, emails and requests.
- Pickup, open and sort mail.
- Complete parish mailings as requested.
- Assist new parish members with registration forms & follow-up as needed.
- Keep data current in books of Marriage, Baptism, Confirmation, Death, etc.
- Assist Pastor with Marriage paperwork.
- Manage parish data system.
- Assist Pastor with Funeral and Wedding planning.
- Keep track of burials and plots available.
- Maintain records per regulations, coordinating storage and destruction of parish documents.
- Assist DAS with data entry as needed.
- Assist HT School staff, DRE and others as needed
- Assist Pastor with secretarial activities as requested.
- Manage parish secretarial volunteers

#### **POSITION CHALLENGES:**

- Working with multiple individuals who operate independently.
- Prioritizing multiple projects/tasks which may have high priorities and timelines.
- Understanding system limitations and providing required information as required.

#### **INTERNAL RELATIONSHIPS:**

- Parish pastor and other parish staff.

#### **EXTERNAL RELATIONSHIPS:**

- Commission, council and committee chairs, trustees and parish members
- Visitors, suppliers, and Archdiocese

#### **QUALIFICATION REQUIREMENTS:**

##### Minimum Technical Qualifications:

- Demonstrated ability to work with a minimum amount of information/direction.
- Working knowledge of Excel and Microsoft Office

##### Required Behavioral Competencies:

- High Standards – establishes and models standards that guarantee quality and attention to detail. Continually seeks to improve processes.
- Results Orientation – manages time wisely and prioritizes multiple tasks.
- Adaptability - ambitious with a flexible and positive attitude.
- Communication - ability to communicate effectively.

- Initiative – proactive and takes action within areas of responsibility.
- Integrity – thinks and acts ethically and honestly.
- Problem Solving & Decision Making – identifies root causes and solves problems, develops solutions, acts decisively, and shows good judgment.
- Relationship Building - builds and develops effective working relationships.
- Composure – maintains emotional control, even under ambiguous or stressful circumstances, while continuing to perform steadily and effectively.

**CULTURE:**

- Follows Christian Values & Beliefs

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to type and use other office equipment. The associate is regularly required to use the telephone in communication with suppliers and parishioners. The employee is regularly required to walk.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.