

JOB DESCRIPTION

Position Title: Parish Receptionist and Administrative Assistant – Part Time

Status: Non-Exempt

Supervisor's Title: Director of Ministerial Support

Approval Date: 8-28-26

Job Summary:

Responsible for resonating the tone and culture of the parish while interacting with others in-person, on the phone and in written communication. Provides office support with a variety of administrative and clerical activities and tasks.

Knowledge, Skills, & Abilities:

K: Knowledge

1. High school degree or equivalent.
2. Comprehensive knowledge and application of grammar, spelling, and punctuation.
3. One to three years office or customer service experience required.
4. Working knowledge in MS Office products and office equipment.
5. Proficient typing skills at or above 50 wpm.
6. Must have a valid driver's license for the State of Wisconsin.

S: Skills

1. Professional working attitude and collaborative approach with a positive attitude.
2. Kindness and an interest in people
3. Strong written and verbal communications skills.

A: Abilities

1. Exhibits promptness, flexibility, and dependability.
2. Attention to detail.
3. Ability to multitask, prioritize, and organize.
4. Ability to maintain confidentiality.
5. Exhibit patience and calmness in chaotic situations.
6. Ability to work with and without direct supervision.
7. Active Practicing Catholic, preferred.

Duties and Responsibilities - Major Position Responsibilities and Regular Activities

Ministry of Customer Service:

- Oversees timely opening or closing of office each working day, e.g., lights, office equipment, secures all doors.
- Provides a professional, pleasant, and organized office atmosphere for diverse internal and external customers and visitors.
- Welcome and assist telephone caller by:
 - Directing the caller to the appropriate person.
 - Taking messages or forwards call into voice mail if person is unavailable.
 - Provides callers with information, e.g., address, directions to location, Mass times, etc.
- Greets and assists parishioners/parents/students/guests in a kind manner.

Office Support:

- Typing, filing, and coordination of meetings and associated correspondence/sacramental needs/reports for pastor and staff.
- Background clerical work for parish events, as required.
- Changes messages on parish/school signage and phone system.
- Receives, sorts, and forwards incoming mail.
- Assists in the ordering, receiving, stocking and distributing office supplies.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists with other related clerical duties such as photocopying, filing and collating.

- Proofreading and editing materials as requested.
- Maintains parish and school facility calendar.

Records/Reports

- Enters new parishioner data and updates existing parishioner data into parish census program.
- Creates census data reports, as needed by staff.
- May post parishioner contributions and prepare contribution statements.
- Schedules Mass intentions.
- Maintains sacramental registers, e.g., baptisms, marriages, deaths, confirmation, communion.

Other:

- Documents and manages facilities keys.
- Participate in the parish goals and objectives as they relate to hospitality.
- Maintains orderly files and a clean, organized office space.
- Special projects based on the cycle of the parish/school.
- Archdiocesan sponsored respective training/workshops.
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 30 pounds.

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.

Nature of Supervision Received:

Minimum: Employee will be expected to follow Policy and Procedure Manual to complete most tasks with minimal supervision.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and school with direction from the Director of Ministerial Support and Pastor.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____ Date - _____