

ST. ALPHONSUS CONGREGATION

JOB DESCRIPTION

Position Title: Parish Ministry Center Receptionist/Office Secretary
Supervisor's Title: Director of Ministerial Support

Status: Non-Exempt
Approval Date: _____

Job Summary:

The Parish Ministry Center Receptionist/Office Secretary is a part-time, 21-hour-a-week, non-exempt position. Under the general supervision of the Director of Ministerial Support, this staff member operates multiline telephone console, greets and provides routine information to the public, schedules funerals and baptisms, performs routine clerical work such as data entry, filing, and mail processing, and assists with all related work, as required.

Knowledge, Skills, & Abilities:

K: Knowledge

1. High School graduate or the equivalency.
2. Work experience in office environment preferred.
3. General knowledge of office procedures and office technology.
4. Practicing Catholic preferred.

S: Skills

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills, especially in sharing information with the Parish Office Receptionist/Secretary on the opposite shift.
3. Skilled in the use of a computer (including a wide variety of applications such as word processing, data entry in a database and the ability to generate reports), laser printer (be able to make adjustments, load paper, and add toner), copy machine (be able to clear jams, and load paper and toner), telephone (including an intercom system and answering machine) and adding machine, including the upkeep and maintenance of this equipment.
4. Strong organizational skills, self-motivated and able to prioritize duties.

A: Abilities

1. Ability to multitask.
2. Ability to greet visitors and answer the telephone in a pleasant and courteous manner.
3. Ability to perform basic bookkeeping and record keeping activities.
4. Ability to keep accurate records and files.
5. Ability to maintain strict confidentiality, especially as it relates to data entry of contributions and parish member census data.
6. Ability to work independently with minimal direction and supervision.
7. Ability to make appropriate decisions, be attentive to details, and troubleshoot.
8. Good work habits, punctuality, responsibility, honesty, dependability.
9. Ability to climb stairs, lift and carry up to 10 lb. packages.

Duties and Responsibilities:

Secretarial Duties

1. Answer the phone and process phone messages for all Parish Ministry Center departments. Transfer/direct calls to the person and specific departments (Clergy, Christian Formation, Parish Office, and Liturgy).
2. Greet all visitors who enter the Parish Office and direct appropriately.
3. Register new families and members, including providing new member packets and information.
4. Secure and inventory keys and assign keys in/out to individuals for use of the facilities/rooms. Call when

keys are not returned in a timely manner.

5. Act as the receiving agent for all deliveries to the Parish Office.
6. Access the Facility Scheduler and the PDS Church program to assist parishioners when necessary.
7. Locate/type sacramental certificates and records.
8. Update sacrament books (weddings, deaths, marriages, baptisms) on a regular basis.
9. Deliver pertinent information to mail boxes in Usher's room and church sacristy for each weekend, i.e. baptism certificates, schedules.
10. Sort and distribute Parish Ministry Center mail.
11. Make copies for priests and all staff members, as requested.
12. Set up lower level mailroom for upcoming parish mailings, inventory envelopes and ensure supplies are available.
13. Maintain the Parish Office stationery and supply inventory. Inform Director of Finance of stationery needs. Responsible for organization of the Parish Office's supply cabinet and work area.
14. Serve as point person for parish copier, i.e. call for service, order supplies, etc.
15. Re-supply postage meter with postage money and postage trays for mailings as needed.
16. Open and/or lock up the parish office area at the beginning or end of each day, as appropriate for shift worked.
17. Perform other duties and responsibilities as assigned.

Project Duties

1. Assist in maintenance and update of PDS Facility Scheduler, entering facility scheduling requests; preparing reports and distributing weekly schedule of events, as needed.
2. Receive and process requests for funerals and visitations; schedule rooms and notify funeral ministers, based on input from presider and funeral home. Assist in scheduling substitute musician if Director of Music & Liturgy is unavailable; provide music selections to musician scheduled.
3. Sign up and schedule baptisms, along with baptism prep session, and coordinate all record keeping.
4. Assist in the maintenance of the PDS Contribution Program, posting weekly envelope contributions and all donations received. Verify and reconcile weekly donor records with bank deposits form.
 - a. Organize and store weekly contribution envelopes and all donation documents.
 - b. Prepare and send gift acknowledgment letters of \$250 or greater.
 - c. Assist with the Parish Annual Appeal pledge card information, as requested.
 - d. Generate and coordinate the mailing of donor quarterly statements.
5. Assist in creation of Parish weekly bulletin. Coordinate bulletin stuffing volunteers, as needed. Mail bulletins to homebound parishioners and featured advertiser.
6. Coordinate volunteer mailing team in their tasks of folding, stuffing and sorting mail for the Parish bulk mailings. Calculate postage for mailing and take mailing to Post Office. Check regular and bulk envelope inventory in mailroom; re-order supplies, as needed, in time for each scheduled mailing.

Working Conditions:

The position of part-time Receptionist/Office Secretary requires that the individual work approximately 18-23 hours per week. The shifts are Monday through Thursday, 8:00 a.m. – Noon, or Noon – 4:30 p.m., and every other Friday, 8:00 a.m. – 1:00 p.m. The primary station will be the receptionist desk on the 2nd floor of the Parish Ministry Center. The position requires that the person hired be able to move to and from all building locations including stairs.