

Archdiocese of Chicago
Holy Guardian Angels Parish
Job Description

Title: Office Assistant/Clerk

Reports To: Operations Director (OD)

Hours: 20 hours/week

Direct subordinates: None

BASIC FUNCTIONS: Assist in all functions of the parish office. Duties may include answering telephone calls and directing them to the appropriate Parish Staff. Assist in administrative functions and handle multiple projects concurrently.

Publicly support and promote the Pastor's initiatives, and decisions, regarding the mission and operation of the Parish, including but not limited to the following:

- maintain parish e-calendars;
- maintain parish databases;
- assist in administrative functions of the office, including sacramental registers and Mass intentions;
- assist with the parish social media, as needed;
- provide secretarial and general office support for the Pastor and Parish staff;
- complete special projects, or other job responsibilities, as assigned.

GENERAL DUTIES AND RESPONSIBILITIES:

1. *Maintain all of the parish electronic calendars, updating regularly and posting changes timely; coordinate the use of facilities for parish events with the appropriate staff, including setup and takedown, pending the Pastor's approval; attend the annual parish calendar meeting.
2. *Assist with the preparation of various documents, correspondence and reports, as requested by the Pastor's secretary, including weekly "Prayers of the Faithful" and "Altar Announcements".
3. Basic office support including photocopying, updating spreadsheets, filing and routing mail, as assigned; update parish external signage, as needed.
4. Maintain sacramental correspondence and document files, including all sacramental and Mass record books, in an orderly and timely fashion.

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5. Assists weekly money counters, as needed.
6. In cooperation with the OD, maintain parishioner databases and update data with weekly collections; enter new parishioner registrations; generate bi-monthly DB list updates and coordinate with printer, for envelope mailings and fundraising.
7. Substitute for parish secretary, during regular absences, including the preparation and submission of the weekly parish e-bulletin.
8. Assist with the parish's social media platforms, including the e-bulletin.
9. Maintain an adequate inventory of supplies, including sacramental and general office forms.
10. Assists other members of the Parish Staff in completing their assignments.

REQUIREMENTS AND PREFERENCES:

Education Required:	High school graduate, GED or equivalent
Education Preferred:	Some college or formal secretarial training.
Experience Required:	Minimum of 1 year experience or equivalent combination of formal education and related work experience, preferably in a non-profit setting.
Experience Preferred:	Minimum of 3 years experience working in an office setting.
Skills Required:	Basic knowledge of MS Suite; filing and general office skills.
Skills Preferred:	Bi-lingual (Spanish preferred); basic accounts payable, a plus
Other Requirements:	Flexibility to attend evening/weekend functions, as required, as well as maintaining <u>strict confidentiality</u> regarding parish administration.

***Denotes essential functions of this position, in conjunction with the Americans with Disabilities Act.**

Employee _____ Date _____

Pastor _____ Date _____