

**The Community of the Blessed Sacrament
Administration Job Description
Parish Secretary/Receptionist**

Title: Parish Secretary/Receptionist

Supervisors: Parish Manager

General Description:

Under the direct supervision of Parish Manager, and in collaboration with the Parish Office Operations Manager, the parish secretary will provide receptionist services for the parish office, will oversee and coordinate sacramental forms and records for the parish, will perform other job-related tasks as requested by the priests, deacons, parish manager and/or parish directors.

Duties of Job:

- In collaboration with the Parish Manager and Office Manager, complete administrative activities, that may include:
 - Secretarial type-duties, as needed.
 - Receptionist services for the parish office (meet/greet visitors, telephone call/message handling, deliveries, mass cards...).
 - Oversee and coordinate sacramental forms and records, including baptismal requests, prayer line and Mass schedules.
 - Provide clerical services for parish clubs, groups, organizations and ministers.
 - Assist with management of collection activities and referrals, for ministries such as St. Vincent de Paul and The Caring Place.
 - Maintain the reception area materials and brochures.
 - Assist with distribution of mail and packages.
 - As applicable, maintain accurate and well-organized recordkeeping/files.
 - As applicable, assist with parish bulk mailings and communications.
 - Ensure receptionist coverage of parish office – by assisting with scheduling and training of volunteers and/or staff.
 - Management and procurement of office supplies.
 - Management of parish's phone system messaging and signage.
 - Updating Parish Data System with census and/or sacramental data.
 - Perform other job-related duties as deemed necessary and/or assigned by the Pastor, Parish Manager and/or Office Manager.

Job Requirements:

- Must be trained and experiences in general secretarial and clerical skills – parish environment experience a plus.
- Have ability to take initiative in fulfilling tasks in a professional manner.
- Must have initiative, creativity, be sensitive to the needs of people and able to make sound judgments.
- Must be able to work independently with little direct supervision and with frequent interruption.
- Must be proficient in the use of a wide variety of office equipment, telephone systems, IT technology and ability to handle multiple concurrent activities and constant interruptions.
- Must work sitting for extended periods of time with frequent interruptions.

The Community of the Blessed Sacrament Parish Mission Statement: *We are a Catholic Christian Community that gathers together to proclaim the Gospel of Jesus Christ; grow in faith and love in His Church; share our lives and gifts; reach out to serve others.*

**The Community of the Blessed Sacrament
Administration Job Description
Parish Secretary/Receptionist**

- Must be able to work with a wide variety of personalities and requires patience, sensitivity and good judgment. The position requires walking, standing, sitting, driving, lifting lightweight office equipment or supplies weighing up to 25 pounds, operating routine office machines and equipment, reading, hearing, speaking and observation skill.
- Weekend and night work may be required.

Comments:

The Parish will provide compensation commensurate with education and experience, based on diocesan salary guidelines and well as other benefits. Position is full-time, exempt. Must have a valid Arizona Driver's license and have own transportation. Employee is subject to the personnel practices of the Diocese of Phoenix for Parish personnel.

Signatures:

The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: _____ **Date:** _____

Pastor: _____ **Date:** _____

The Community of the Blessed Sacrament Parish Mission Statement: *We are a Catholic Christian Community that gathers together to proclaim the Gospel of Jesus Christ; grow in faith and love in His Church; share our lives and gifts; reach out to serve others.*