



Administrative Assistant Job Description

Summary

The Administrative Assistant provides the primary point of contact for the parish office to the outside world. Therefore, this person maintains a warm, welcoming, orderly atmosphere for parishioners and others who call or visit the church. In order to provide administrative support for the rectors, staff, vestry and designated lay leaders, this person possesses an intimate knowledge of parish operations and procedural policies.

The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High School Diploma or General Education Degree (GED.)
- Three or more years of work experience that transfers well to position as described.

Qualifications

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. The candidate must possess excellent interpersonal and communication skills, be extremely well-organized, and have a high energy level with a proven results-oriented work ethic. This person must also be able to define and solve practical problems and deal with a variety of situations where only limited standardization exists. The candidate must possess proficient computer skills and demonstrate fluency in related software including database, spreadsheet, word processing, and internet applications. This person must also possess strong writing, grammar, and proofreading skills. **To apply, please send your resume and cover letter to info@stpatricksmooresville.org.**

Daily/Weekly Essential Duties

General Office

- Ensures that the church office is open and accessible to the public Monday – Friday, 8:30 a.m. – 12:30 p.m.
- Welcomes visitors upon entering the office and provides direction and assistance in a hospitable manner.
- Ensures that the financial and personal information of parishioners and donors is kept confidential as appropriate.
- Maintains a tidy, welcoming, and organized office environment.
- Completes daily closing/safety routine.

Clerical

- Answers the phone in a polite and helpful manner. Receives and delivers messages for staff. Returns missed calls promptly.
- Assists rector in coordinating schedule availability and appointments.
- Picks up mail from the post office 3 times per week and distributes.
- Oversees the creation of aesthetically pleasing, error-free bulletins for Sunday worship. Proactively solicits needed information such as readings, music, and liturgical rota to be included.
- Creates and schedules weekly Worship News email.
- Prepares weekly prayer and birthday lists, weekly reminder email for those serving, and weekly morning prayer cards.
- Provides web master with current worship service resources for the parish website.
- Assists the rector in maintaining accurate records of daily and weekly worship services by updating the Parish Records App weekly.
- Updates Visitor Spreadsheet each week with visitor log information received at the Welcome Desk on Sundays.
- Prints new name tags as needed.

Parishioner, Staff, Clergy, and Vestry Support

- Reasonably available to deal with emergency needs and questions from the rector during weekends by text or phone.
- Attends weekly staff meetings and coordinates attendance.

Monthly Duties

Information and Technology

- Becomes proficient in the church's database software Realm to ensure that membership and other records are accurate and regularly updated. Produces membership statistics and reports as requested.
- Maintains an accurate email list of parishioners through the church database to be synced with Constant Contact and used for the weekly email.
- Updates computer software when prompted; runs computer backup to google drive.

Parishioner, Staff, Clergy and Vestry Support

- Is available to support the vestry with printing and copying as needed.

Building and Grounds

- Coordinates building use of all internal and external groups in accordance with the building use policy. Maintains appropriate calendars and schedules for publication regarding building use.
- Maintains supplies of items regularly used in the parish. Examples include but are not limited to: toilet paper, paper towels, printing paper, ink cartridges, writing utensils, etc.
- Communicates with and schedules the work of person(s) employed to clean the church.

Quarterly/Annual Duties

Clerical

- Assists the Rector in maintaining accurate records of special worship services, including baptisms, marriages, and funerals.
- Provides certificates for significant liturgical events like confirmation and baptism.
- Oversees the creation of aesthetically pleasing, error-free bulletins for weddings, funerals, and other occasional services, especially during Advent, Lent, and Holy Week.
- Create one time notifications via Constant Contact.
- Completes parish reports, in partnership with the finance director, for the Diocese of North Carolina accurately and on time.
- Collects, updates, organizes, and files church policies and procedures in consultation with the wardens and Rector.

Parishioner, Staff, Clergy and Vestry Support

- Coordinates the registration of delegates for Diocesan Convention and ensures that required forms are sent and reservations submitted.
- Handles reservations for plots in the Memorial Garden and maintains corresponding records. Orders nameplates as requested.
- Supports the stewardship committee's annual campaign with preparation of packets and mailings.
- Prepares documents and reports as necessary for the St. Patrick's annual meeting.
- Generates and reviews with the rector a list of active members and deactivates those who are no longer associated with St. Patrick's.

Building and Grounds

- Communicates with and coordinates all vendors and contractors who work on the building or service leased items in the office (including but not limited to: printer, copier, phones, pest control, building maintenance contractors).
- Works with the vestry lead for buildings and grounds committee when problems need to be addressed.
- Maintains inventory of keys and ensures they are given out and returned appropriately.

Reports to: Rector

Status: Non-Exempt, Hourly, 20 hours/week

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