

JOB DESCRIPTION

Position Title: Administrative and Communications Support Specialist, St. Mary	Status: Non-exempt 32 hours/week, Monday-Thursday and as requested
Supervisor's Title: Dir. Comm. & Tech.	Approval Date:
Revised: 4/9/2021	

Job Summary:

Provides front-line interface with the public and administrative support for the Pastor(s), Business Administrator, and Director of Communications and Technology.

Prepares parish bulletin, digital communications, printed correspondence, agendas, reports and minutes. Maintains parish calendars and scheduling coordination. Maintains accurate sacramental records (in both Sacramental Registers and in Gabriel). Maintains files for parish ministries, events and committees. Assists with event planning and implementation.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Required Knowledge, Skills, & Abilities:

- High school diploma or equivalent required. Associate degree preferred. Experience with office software suites (Google and MS 365), cloud-based tools, Adobe creative suite, and database management. Experience with Gabriel software and social media a plus.
- Must have a minimum of three years of administrative support experience.
- Strong verbal and written communication skills, with an excellent command of English composition and punctuation
- Strong organizational and administrative skills
- Strong interpersonal / people skills
- Ability to adhere to strict confidentiality
- Ability and willingness to be a team member, collaborating and cooperating on projects and with volunteers and the community
- Ability to manage and maintain quality and effectiveness while handling multiple tasks and responsibilities.
- Accuracy in dealing with all aspects of the position
- Self-starter, with initiative, attention to detail, thoroughness and follow-through.

- Willingness to grow in the position and continuous effort to develop skills, seeking and responsive to coaching and feedback.
- Ability to effectively manage time and budgeted resources.
- Exercises judgment on a daily basis, keeping the integrity of people, policy and procedure in mind, with the consideration of confidentiality at all times.
- Performs tasks in a timely manner, anticipating needs and meeting deadlines.
- Requires professional and personal commitment to biblical Christian principles and teachings

Duties and Responsibilities:

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
- Greets and assists visitors to the Parish Office, operates the phone switchboard, copier/scanner, computer/printers and communicates promptly, courteously and accurately with visitors and parish/school staff.
- Registers new parishioners and assigns/orders offertory envelopes: notify ministry leaders of new parishioners volunteers.
- Maintains parish calendars: Church, parish facilities, office, and staff/out of office. Backup of St. Francis Xavier calendar.
- Schedules/prepares parish center rental paperwork/fees. Coordinates key and access info.
- Prepares/uploads weekly bulletin, (edited and backed up by St. Francis Xavier admin)
- Provides graphic design and copy support for parish publications
- Updates parish website and blog as well as social media accounts as directed/calendared
- Manages mail and assists with mailings (bulk mailings/weekly homebound)
- Prepares, disseminates and stores minutes and agendas for pastoral and finance councils, maintains committee membership information and updates diocesan records of committee/council members.
- Maintains sacramental records and related communications in Sacramental Registers and Gabriel.
- Schedules Mass intention and sanctuary candles.
- Orders office supplies
- Maintains parish bulletin boards and signage for church as needed.as directed by parish communications standards and Director of Communications and Technology.
- Support promotion of parish picnic, Altar Rosary Society and other parish-related events (flyers, tickets, etc)
- Mails cards for 80 & over Birthday Card Ministry
- Moves year-end files to boxes in basement storage
- Performs additional related duties as requested or required

ADA

Physical/Visual/Mental Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

Typical Working Conditions:

Person in this position will work in an inside office environment; would work alone at times and frequently with a group; normal hours would be 32 hours per week, Monday through Thursday 8:00a.m.-3:30p.m. Occasional nights and/or weekends as scheduled.

Nature of Supervision Received:

Receives minimal supervision, but work is completed under supervision of and in collaboration with the Director of Communications and Technology.

Judgment Exercised/Decisions Made:

Considerable judgment and independent decisions making is required regarding compliance to policies. Decisions are moderately complex. Requires ability to thoroughly investigate and analyze problems and recommend the proper course of action. Judgment and tact must be used in communication of policies and procedures.

Financial Responsibility:

Responsible for effective use of budgeted resources.

Supervision Exercised/Number of Employees Supervised:

Occasional volunteer support

Signature _____

Date _____