



## ***Archdiocese of Baltimore*** ***Parish Job Description***

**Position Title:** Administrative Assistant  
**Parish:** St. Katharine Drexel  
**Reports To:** Director of Parish Operations  
**Standard Hours:** 30-40/week (Hourly)

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### **Position Summary:**

The Administrative Assistant is a skilled professional who is the “face and voice of the church” to all who call or visit the parish office. The Administrative Assistant works on a daily basis in collaboration with other staff members in support of the overall mission of Saint Katharine Drexel Parish.

### **Essential Functions – which may be performed personally or through volunteers:**

- A. Reception and Hospitality
  - Full responsibility for the daily office functions, including
    - Answering telephones and voice mails, screening and directing calls.
    - Distributing office mail.
    - Greeting visitors and directs or assists them in the parish office and provides hospitality.
    - Providing instruction and coordinating office volunteers.
    - Scheduling of Mass intentions and preparation of Mass cards
    - Maintaining supply of Mass cards and other materials in the Parish Office and Welcome Center.
    - Maintaining and updating weekly materials for the Welcome Center
  - Full responsibility for opening church on Sunday morning, responding to parishioners’ questions before and after Sunday Masses, collecting forms and fees and ensuring that parishioners’ requests are addressed
  - Full responsibility for allocation of requested tables in the Narthex and set up of center table displays
- B. Liturgical Supplies and Support
  - Full responsibility for maintaining adequate supply and purchase of all liturgical supplies (hosts, wine, books, Seasonal items, etc.) for both the Church and the Chapel.
  - Ensure that all items required for Mass and activities which take place during and after Mass are delivered to the Church each Friday, and that all items required for recordkeeping and follow-up are returned to the office after the weekend
  - Order altar flowers as purchased by parishioners
  - Create and print programs for special Masses, events and funerals, as required
  - Populate weekly liturgical schedules
- C. Records
  - Responsible to ensure the completeness and accuracy of the following:
    - ParishSOFT® Family Directory (census) system.
    - Calendar of scheduled Mass Intentions.
    - Church and Facilities Scheduler for Parish events.
    - Schedule of Sacramental events
    - Parish sacramental registers and Archive Files



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- Catholic Review subscriptions online and in ParishSOFT®.
  - Prepare sacramental certificates as needed
  - Prepare bi-monthly updates to stewardship envelope supplier matching current census records.
- D. General Administration
- Provide administrative assistance to all staff as required.
  - Create and distribute bi-weekly Staff meeting agenda and minutes.
  - Prepare Weekend Mass schedule sheets and binders.
  - Mail correspondence as needed, including bulk mailings.
  - Provide administrative support to ministries as requested.
  - Prepare other correspondence as requested by other staff members.
  - Prepare weekly cash control sheets to record cash received in the parish office
  - Record attendance at Masses and Children's ministries
  - Monitor office supplies and order as needed
  - Order books, food and other items required for Seasonal celebrations or events
  - Interface with Principal and other personnel at St. John Regional Catholic School regarding use of facilities
  - Performs all other duties as assigned.

### **Qualifications:**

- High school or equivalent education
- Proficiency on PC in Windows environment.
- Intermediate knowledge of Microsoft Software, especially Word and Excel
- Excellent written and verbal communication skills
- Ability to function with minimal supervision
- Ability to multi-task and maintain priorities
- Ability to maintain a high level of confidentiality.

### **Other helpful skills:**

- Knowledge of ParishSOFT®.