

Gesu Parish Administrative Assistant Job Description

Job Summary

The Parish Administrative Assistant at Gesu Parish is a salaried (with benefits), full-time staff position reporting to the director of finance. The incumbent is responsible for being the public face for the parish by answering the phone as well as welcoming visitors to the Parish Center. The individual will also be responsible for managing, creating and distributing parish communications. The individual will maintain sacramental records and maintain the parish schedule/calendar, in addition to performing other administrative tasks that contribute to the fulfillment of the parish's mission. This position requires strong attention to detail, good organizational skills, and the ability to communicate well with parishioners/visitors/staff. The incumbent should possess technology skills (proficiency using Microsoft Word, Excel, Publisher; e-mail and the Internet, etc.) that are adequate to perform the duties of the position.

Responsibilities

Administrative/Secretarial

- Serves as parish receptionist: greets and welcomes parishioners and other visitors to the Parish Center who come for meetings and other business.
- Schedules and coordinates upcoming sacraments.
- Maintains records for baptisms, confirmations, first communions, marriages, deaths, mass intentions, etc.
- Handles sacramental records requests.
- Maintains the parish schedule/calendar.
- Prepares schedules for the bread bakers and the laundry ministry.
- Enters data on current and new parishioners into the parish database; also enters the weekly Sunday collection data into ParishSoft, the parish's church-management software.
- Manages the envelopes used for offertory gifts from parishioners.
- Sorts and distributes mail.
- Answers phone and in-person inquiries.
- Schedules meetings for the pastor and other parish staff as needed.
- Manages the scheduling/coordination of the use of Gesu facilities for meetings/events by internal and external groups; ensures Gesu's shared calendars are continually updated.
- Attends and participates in parish/staff meetings.
- Manages phone-system greetings.
- Performs routine upkeep and parts replacement/replenishment for office equipment in the Parish Center.
- Makes office-supply purchases as needed; manages office supplies in the supply room.

Communications

- Develops content and directs creative execution to provide a consistent, targeted, and impactful message.
- Builds and maintains solid partnerships with internal staff for the purpose of developing, coordinating, directing, and facilitating strategic communications designed to meet organizational goals.
- Designs campaigns to target specific audiences.
- Using Microsoft Publisher, processes the articles and materials for the weekly parish bulletin, including sending the print-ready version to the printer (via the Internet).

- Using Mailchimp, plans, coordinates, creates content, writes, designs and distributes weekly electronic updates from the parish.
- Manage social media for the parish.
- Provides hands-on communications support for church activities, paying close attention to timelines and organizational goals.
- Develops an understanding of short- and long-term organizational goals and planned initiatives.

Pastoral

- Acts as a liaison between Gesu commissions/committees/councils and parish/school staff as well as outside organizations.
- Coordinate funeral information and notify ministers involved as needed, also provide information to the funeral luncheon committee.
- Assist parishioners or others in need who call or present themselves at the door.
- Take referrals for St. Vincent de Paul as necessary.
- Assess the needs of visitors and parishioners who seek assistance from the parish.

Required Knowledge, Skills and Abilities

- Possesses an understanding of Catholic environments and practices.
- Demonstrates the ability to communicate information clearly and effectively to parishioners and visitors.
- Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office.
- Is friendly, courteous and works well with a range of different personalities.
- Possesses knowledge of software normally used in an office setting and computer skills adequate to perform the tasks associated with the job, as well as an ability to learn new technologies as necessary.
- Possesses basic graphic design skills.
- Possesses strong writing skills.
- Ability to manage multiple projects simultaneously
- Adheres to deadlines; is self-motivated and detail-oriented.
- Has good organizational skills.
- Has superior customer-service skills and mindset.
- Is capable of multitasking, thinking creatively, and working with a sense of mission and dedication in order to do the work of the Catholic Church through Gesu Parish.

Required Qualifications

- Dedication to the mission of Gesu Catholic Church and School
- Two years of work experience in an office environment serving a dedicated customer base
- High School diploma or equivalent (bachelor's degree preferred)

To Apply

Please send a resume and cover letter to the Director of Finance of Gesu Parish, Mr. Kevin Prost, at prost.k@gesudetroit.org.