

The Catholic Community of Christ Our Light

Office Secretary/Receptionist (full-time, temporary)

Reports To: Pastor

SUMMARY

The Office Secretary/Receptionist performs administrative and clerical duties and provides general support to the Pastor and Ministerial Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES (includes but not limited to all of the following)

- Maintain all correspondence incoming to the parish
- Greet visitors and direct them to the appropriate staff member
- Answer the telephone, provide accurate information, take and relay messages, direct calls to appropriate staff members, return calls as necessary
- Prepare and maintain parish records for sacraments
- Prepare sacramental certificates
- Maintain parish Mass Intention Software and prepare Mass cards
- Assist with funeral scheduling and arrangements
- Maintain records for new parishioner registrations
- Maintain accurate records of all financial contributions in Parish Soft
- Communicate with our electronic security company, especially regarding building openings
- Respond to routine requests for information from members of the staff, parishioners, and the public
- Prepare, copy and distribute routine correspondence, letters, memoranda, forms, reports and other documents
- Receive deliveries and distribute incoming mail; prepare outgoing mail
- Order parish office supplies
- Work collaboratively with the Pastor and other staff members
- Other duties as assigned by the Pastor

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS:

- To perform this position successfully, an individual must be able to perform each essential duty satisfactorily and with confidentiality. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A commitment to the vision and the mission of the Diocese of Camden and Christ Our Light

EDUCATION and/or EXPERIENCE:

- Leadership skills and the ability to work independently
- Understands diocesan policies and guidelines
- Familiarity with Catholic parish life preferred

COMMUNICATION SKILLS

- Excellent oral and written communication skills
- Competency in Microsoft Office Suite and comfort with Google interface (email, calendar, etc.)
- Willingness to learn ParishSoft and Mass Intention Software
- Collaborative and skilled in public relations
- Strong interpersonal skills
- Ability to deal with difficult situations effectively
- Added plus is verbal proficiency in the Spanish language

PHYSICAL DEMANDS

- As needed to meet the essential responsibilities of the position