

Our Lady of Grace - Sanford

Position Description

TITLE: Parish Office Assistant

DATE: April 2025

SUPERVISOR: Pastor

STATUS: Part-Time 2, Hourly, Non-Exempt (19 hours per week)

GENERAL DESCRIPTION

This position assists with the activities of the parish office and helps to ensure that the office operates efficiently and in accordance with the policies, procedures and guidelines of the parish and diocese. The Office Assistant is expected to use sound judgment and professionalism in carrying out the functions of the job within the framework of Catholic values. This is a shared position between two people working 19 hours per week each.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Promote, support, and attend parish pastoral programs and activities as required.
- Participate in the liturgical life of the parish, as needed.
- Maintain, schedule and coordinate parish calendars (liturgical celebrations, Sacristans, music team, funerals, weddings, diocesan events, Faith Formation, etc.)
- Works closely with the pastor (and others) in the planning, organization, and coordination of varied liturgical and catechetical functions of the parish and the diocese.
- Maintain a confidential, professional, welcoming work environment.
- Assist in Parish financials and annual report.
- Assist with office communications and correspondence.
- Perform other duties as assigned by the pastor

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- The position reports directly to the pastor.
- Communicate and collaborate with the pastor, staff members, and parishioners to facilitate an efficient operation of the parish office.

QUALIFICATIONS & SKILLS

Education: High school graduate or GED. Minimum of (3 to 5) years' experience in an office setting performing a variety of clerical functions.

Job Related Skills: Excellent verbal and written communication skills; ability to use standard office equipment with excellent computer skills (including knowledge of Microsoft Office); ability to work with others in a collaborative team and maintain discretion and confidentiality; ability to self-start, multi-task and prioritize projects; work independently without supervision; promote and implement diocesan policies and guidelines.

Interpersonal Skills: Ability to build and maintain sound relationships as well as to manage conflict; demonstrated ability to communicate effectively with a community of diverse parishioners; understanding of the Catholic perspective with the ability to serve others; have an active faith life and the ability to integrate ministry with prayer and sacramental life.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed not exceeding an average of 19 hours per week.
- **Nature of Work:** Work environment is primarily in an office setting where the employee must do extensive computer work. The employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A Valid Driver’s License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for newly hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____