

St. Paul the Apostle Parish, Ithaca MI

Position Description

JOB TITLE: Office Professional

DATE: September 2026

SUPERVISOR: Pastor

STATUS: Part Time 2, Non-Exempt, Hourly (*based on 10-19 hours per week*)

GENERAL DESCRIPTION

The Office Professional assists the Pastor by maintaining census information, completing data entry, maintaining files related to various projects, attending council meetings and giving office reports. The Office Professional is accountable to perform these duties according to the Mission and Values of the Roman Catholic Church and the policies and procedures outlined in the Catholic Diocese of Saginaw Employee Handbook.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and welcome parishioners and visitors; answer phone and door, relay messages, sort mail
- Maintain parish census information
- Track use of office supplies and place orders when needed
- Prepare the churches for the weekend liturgies with office items, bulletins and prayer cards
- Record important information in the Sacramental records
- Other duties as assigned by the Pastor

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor
- Maintain professional work relationships with parish staff and volunteers
- Maintain communication with Finance Council and Joint Councils as needed
- Attend after-hours parish meetings

QUALIFICATIONS & SKILLS

Education: High School Diploma required. Additional education/training preferred

Experience: 3 years' prior office professional experience preferred

Job Related Skills: Must have secretarial skills, as well as experience in the proper use of personal computer, office machines and systems; proper grammar, spelling and the ability to interrelate professionally and cordially with people

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

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.

ADDITIONAL REQUIREMENTS

- Successful completion of the Diocese of Saginaw Safe Environment training for newly hired employees within the first 30 days of hire.
- Successful completion of a criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic 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.

Employee: _____

Date: _____

Supervisor: _____

Date: _____