

**JOB DESCRIPTION - PARISH RECEPTIONIST**

**POSITION TITLE:** Parish Receptionist

**STATUS:** Part-time (20 hours/week Monday-Friday from 9 AM to 1 PM); Non-exempt

**SALARY RANGE:** \$16 to \$18 per hour

**SUPERVISORY RESPONSIBILITY:** None

**REPORTS TO:** Front Office Manager

**PRIMARY PURPOSE:** Greets, welcomes and directs visitors and telephone callers in busy multi-cultural parish. Coordinates and performs clerical duties of the Parish Office and assists staff and volunteers in their programs.

**QUALIFICATIONS & EXPERIENCE:**

REQUIRED:

- Roman Catholic in good standing with the Church.
- Bilingual in English and Spanish.
- Courteous and professional manner with strong organizational and communication skills and ability to accurately communicate information.
- Computer literate in Windows environment and ability to work without close supervision.
- Ability to multi-task and work under pressure.
- Must be dependable and responsible.

DESIRED:

- Office experience that includes reception and administrative duties.
- Experience in a church environment.

**EQUIPMENT OPERATED:** Personal computer, printers, fax machine, copier(s), paper shredder, postage machine, and other office equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Regular attendance and punctuality on designated workdays (Monday-Friday) and when called in.
2. Opens Parish Office to general public.
3. Greets and welcomes visitors; provides requested information; announces arrival of visitors to appropriate staff member and assists visitors as needed.
4. Answers the telephone and provides assistance and information to callers, and/or directs calls to appropriate parties.

5. Responds to inquiries on a wide variety of topics, both on the telephone and in person. Screens and routes telephone calls and visitors.
6. Provides general information for baptisms, weddings, quinceañeras, funerals, and any sacraments; directs visitors to appropriate office when necessary.
7. Schedules baptism registration and receives and issues receipts for stipends per parish policy.
8. Schedules Mass Intentions according to parish policy.
9. Responsible for checking out keys for facilities and assuring their security.
10. May open and route incoming mail.
11. Performs general office and administrative tasks as assigned.
12. Provides office and clerical support to the Pastor, Parochial Vicar, and Deacons as needed.
13. Attends quarterly front office meetings.
14. Other duties as may be assigned.

**Date Prepared: October 18, 2024**

**Approved by: Rev. Robert P. Capone**