

## JOB DESCRIPTION

### Saints Simon and Jude Catholic Church

POSITION TITLE:	Office Administrator
JOB CLASSIFICATION:	Non-Exempt
DEPARTMENT/PROGRAM:	Clerical
REPORTS TO:	Business Manager
SCHEDULE:	Sunday 8:30am – 12:30pm; Monday – Wednesday 8:30am – 4:30pm; Friday 8:30am – 4:30pm
PAY RANGE:	\$18.00 - \$20.00 per hour Based on experience, education and qualifications.

#### Summary:

Saints Simon and Jude Catholic Church is seeking a detail-oriented, organized, and professional individual to join our team as a General Office Administrator. This position is vital in ensuring smooth day-to-day operations of the parish office by providing administrative support, welcoming parishioners and visitors, and maintaining accurate records.

#### Responsibilities:

Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Office Administrator consists of some or all the following duties:

#### Key Responsibilities:

- Reception and Office Support
- Serve as the first point of contact for visitors and phone inquiries, providing exceptional customer service.
- Handle incoming calls, emails, and in-person inquiries, directing them to appropriate staff or departments.
- Maintain a clean and welcoming reception area.
- Manage office supplies and ensure inventory is adequately stocked.

#### Administrative Duties:

- Support parish staff with various administrative tasks, including filing, scanning, and organizing documents.
- Assist in preparing materials for meetings, events, and liturgical celebrations.
- Schedule appointments and maintain parish calendar, ensuring accurate communication with relevant parties.
- Manage incoming and outgoing mail, including parish newsletters and correspondence.

#### Data Entry and Record Maintenance:

- Accurately enter and maintain parishioner information in church management software.
- Assist with the preparation of sacramental records (e.g., baptism, confirmation, marriage certificates).
- Update and maintain databases for parish registration, contributions, and event participation.

- Generate reports and provide data as requested by parish leadership.

**Event and Ministry Support:**

- Provide administrative support for parish ministries, including event registration, logistics coordination, and communication with volunteers.
- Assist with promoting parish events and activities through email, bulletins, and social media (if applicable).

**Qualifications:**

- High school diploma or equivalent; associate degree preferred.
- Previous experience in office administration, data entry, or customer service.
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with database systems.
- Excellent verbal and written communication skills.
- Ability to multitask and manage time effectively in a fast-paced environment.
- Strong attention to detail and commitment to maintaining confidentiality.
- Demonstrated ability to work collaboratively with parish staff and volunteers.

**Work Conditions:**

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

**Physical Requirements:**

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.