****St. John Neumann Catholic Church**

**5455 Bee Cave Rd., Austin, Texas 78746**

**Administrative Assistant**

**Classification: Full Time, Non-Exempt (Hourly)**

**Reviewed: 08/2022**

**Catholic Required: Yes**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity at St. John Neumann Catholic Church, which the Bishop has entrusted to him. He makes Christ’s mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. John Neumann Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church. As an integral part of your ministry for the Church as carried out in this position, you will support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life. Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church. Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.

**Job Summary**

The Administrative Assistant is responsible for assisting the Parish Staff with all duties as assigned including but not limited to the below essential duties. The position has limited authority to exercise independent judgment and discretion within the scope of the job.

**Essential Duties:**

* Welcome visitors
* Provide information
* Notify staff of a visitor's arrival
* Answer the phone
* Take accurate messages and route them to staff in a timely manner
* Check voicemail
* Handle incoming mail (to include email)
* Update internal telephone greetings as needed
* Compose and type letters
* Enter information in parish database
* Enter Sacramental information in Registers and database
* Print out sacramental certificates
* Write receipts
* Create forms needed for the parish
* Accounts Payable
* Scheduling Support
* Faith Formation registration

**Knowledge, Skills, and Abilities**

* Knowledge of the structure and basic teachings of the Roman Catholic Church
* Ability to foster an environment consistent with the parish mission and goals
* Skill in organizing, prioritizing, and utilizing effective time management techniques to meet deadlines
* Excellent communication skills
* Proper telephone and office etiquette when dealing with others
* Skill in using multi-line telephone system
* Demonstrate good judgment
* Ability to maintain confidentiality at all times
* Adjust to changing priorities
* Ability to operate various word-processing software, spreadsheets, and database programs
* Provide excellent customer service and ability to work collaboratively with others as part of a work team
* Learn new tasks and functions as directed by supervisor
* Other duties as assigned

**Minimum Qualifications**

*Education and Training:*

* High School diploma (college degree preferred)
* Ability to read/write/speak fluent Spanish (desired, but not required)

*Experience:*

* 1 year+ work experience with Catholic parish (preferred)
* At least 1 year experience as receptionist or office experience that included answering phone calls, handling walk-in customers, and clerical duties

Catholic Requirement:

* C:\Program Files\Microsoft Office\MEDIA\OFFICE14\Bullets\BD21301_.gifA practicing Roman Catholic in good standing: Recommended Highly Recommended Required

*Licenses/Certifications:*

* Valid Texas Class C Driver’s license
* Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies through the employment period

**Working Conditions**

* All employees of the parish are engaged in ministry and closely tied to the pastor in the exercise of his ministry and obligations to the church
* The parish is an at-will employer
* All buildings and vehicles owned by the parish are tobacco-free
* Working in a fast-paced environment with priorities and plans that may change rapidly
* Will be exposed to religious ceremonies, conduct, and speech including Catholic prayer and celebrations
* May be required to lift, move or carry objects- up to 20 pounds
* Will be required to adhere to established dress codes and conduct standards
* Normal office hours 8:30am-4:30pm Monday-Friday