



## CATHOLIC DIOCESE OF DALLAS

ALL SAINTS CATHOLIC CHURCH	JOB DESCRIPTION
<b>Position/Title:</b> Pastoral Administrative Assistant	<b>Department:</b> Pastoral Office
<b>Reports To:</b> Pastoral Administrator	<b>Date:</b> November 2021
<b>FLSA Status</b> Hourly Full-Time – Non-Exempt	

### General Summary of the Position

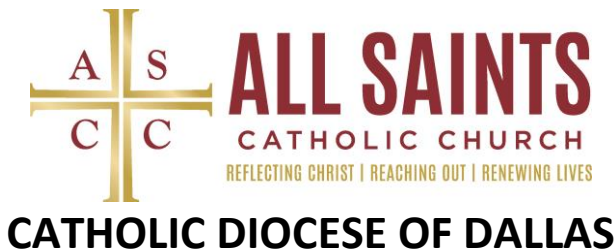
The Pastoral Administrative Assistant works under the direct supervision of the Pastoral Administrator, performs all administrative functions including answering phone calls, interacting with parish visitors, assisting with mass dedications and other requests, and receipt and distribution of mail and packages. Records contributions and maintains vendor, correspondence. The Administrative Assistant is the first point of contact with the Pastoral Administrator and should present a positive, professional image to all staff and visitors to the church office. Responsible for the general organization and smooth operation of the office.

### Essential Duties and Responsibilities of the Position

- Welcome guests, answers phone calls, check parish office email and directs inquiries in a timely, courteous manner
- Assists the Pastoral Administrator with office management by keeping inventory of all items needed
- Receives checks and processes payment for services requested by parishioners
- Prepares various sacramental certificates (Weddings, Quinceaneras, Baptism and 3yr blessings)
- Maintains several daily/weekly reports of parish contributions for church activities
- Prepares correspondence for members, ministries, donation letters
- Manage announcement requests
- Responsible for submitting to the Diocese Annual Diocesan statistical report and monthly mass count
- Responsible for ordering faith formation books, office supplies, maintenance supplies, gift store products and liturgical material when needed
- Responsible for maintaining the marriage records in the parish book current
- Able to adapt to the needs of the office and to work with all members of the team under the direction of the Pastoral Administrator
- Other duties as deemed necessary by the Pastoral Administrator

### Knowledge, Skills and Abilities:

- Ability to honor and maintain confidentiality
- Ability to multi-task; be flexible and capable of handling a variety of on-going projects at the same time



- Self – starter and takes initiative with limited supervision
- Ability to work collaboratively with others
- Strong administrative and organizational skills
- Professional demeanor and appearance
- Solid working knowledge of computer software such as Microsoft Word, Excel, Access, Outlook, PowerPoint, and Publisher
- Computer savvy with Database systems; primarily to become familiar with Parish Data System software
- Demonstrate reliability, punctuality, and personal integrity. Personal issues do not interfere with professional responsibility.
- Excellent interpersonal skills and personal demeanor

**Education and Experience:**

- College Degree preferred
- 2 - 3 years' experience in an office environment
- Willingness to learn new skills and advance in personal development
- Practicing Catholic in good standing
- A strong understanding of the Catholic Church
- Must have Diocesan safe environment clearance and background check
- Bilingual English/Spanish preferred