

## **JOB OPPORTUNITY**

**OUR LADY OF THE HOLY ROSARY CHURCH**  
7800 Vineland Ave. – Sun Valley, CA 91352  
(818) 765-3350 / parishoffice@olhr.org / frluisk@la-archdiocese.org

### **PARISH PART-TIME SECRETARY/RECEPTIONIST**

**TIME:** Mon-Fri: 9:00 A.M.-1:00 P.M.

#### **POSITION SUMMARY:**

Provides secretarial and administrative support to Pastor, business manager, and designated parish staff.

#### **DUTIES AND RESPONSIBILITIES:**

Because all Archdiocesan 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 following tasks are considered essential functions of the position. To perform the job successfully an employee must possess the abilities and aptitude to perform each duty proficiently.

- Maintains parish records (e.g., members, Baptisms, First Communions, Marriages, Altar Servers, etc.) on computer; posts donations; and generates routine reports, lists, and labels. May also maintain such records manually.
- Gathers and compiles information and prepares lists of church members for a variety of purposes.
- Gathers and collates information, types, copy and prepares bulletin for printing.
- Acts as receptionist, answering telephones and greeting visitors; uses tact and discretion when listening to parishioners in need of assistance, referring them to priests and others as appropriate.
- Prepares a variety of correspondence, schedules, forms, and lists from notes or handwritten drafts; composes and types own correspondence; reviews drafts and finished documents to ensure correct grammar and spelling.
- Assists in mailing projects by collating materials, folding, and stuffing, addressing, and stamping envelopes.
- Input data on computer such as Servant Keeper, sacramental records, etc.
- Inform/notify parish groups, ministries, programs leaders about meetings and other activities.
- Prepares and organize lists, reports, and materials for Church annual fiesta, activities, and events.
- Schedules appointments for Pastor and/or Associate Priests.
- Prepares and organized calendars/materials for planning days. Maintains calendars up to date.
- Prepares and organize materials and/or lists for Mother's Day, Father's Day, All Souls, Together in Mission, Annual Appeals, and other activities.
- Updates parish leader's lists, parish council, finance, and fiesta committee, etc.
- Supervised daily church's activities, events, appointments, etc.
- Prioritized daily activities and routines and make sure all task/activities are on time.
- Maintains active communication with other secretary, supervisor, pastor, and other co-workers to keep the fluency and productivity of the office.
- Actively supports philosophy and goals of the Church; participates in Church activities including attending services; assists with ministries and other activities; encourages others to do the same.

- May perform bilingual secretarial duties (English & Spanish) and transcribed documents (such letters, forms, etc.). Make sure all letters including tax letters are mail out or done as soon as possible (no more than five days).
- Performs related and other duties as required, including filing, and copying.
- Takes information and fill out the proper forms for funerals and financial assistance (St. Vincent de Paul), and delivers the information to the proper person for approval.
- Make sure all certificate requests are done on time (usually within 2 to 3 days of the request) and follow with the requester about the status of the request.
- Make sure all certificates are done on time of those who are baptized at the church.
- Directs couples wishing to receive the sacrament of Matrimony with a priest for further information.
- Gives the accurate information regarding any sacraments/programs if something is not clear refers to pastor, associate priests, and/or administrator.
- Must provide and/or issue a receipt from cash register when receiving money. Then, the money should be placed in an envelope with appropriate description of service and placed in cash register locked drawer.
- This job description may be changed or altered at any time and may not include all of the job responsibilities.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

Any combination of education and experience likely to provide the required knowledge, skills, and abilities, typically:

- Active member of a Roman Catholic faith community.
- High school graduation.
- Prior experience of at least one year as a Secretary and/or secretarial courses.

### **Knowledge, Skills, and Abilities**

*Knowledge of:*

- Routine office procedures and business etiquette.
- Basic computer skills including knowledge of Microsoft Word, Excel, Power Point, Publisher, and database software.
- Church policies and organization.

*Skill in:*

- Typing at a minimum of 45 wpm.
- Effective verbal and written communication. For positions requiring bi-lingual skills, the incumbent must also be reasonably fluent in English and Spanish.

*Ability to:*

- Maintain confidentiality.
- Occasionally lift up to 20 pounds.
- Sit for sustained periods of time on a daily basis.
- Perform tasks requiring intermittent bending, stooping, and walking.
- Sustain frequent movement of the fingers, wrists, hands, and arms.