

ADMINISTRATIVE ASSISTANT
St. Jerome Catholic Church

Classification: Part-Time (25 hrs/wk) - Non-Exempt

Reviewed: 11/2020

Catholic Requirement: Yes

Ministerial Character

The Pastor is the visible principle and foundation of unity in the Parish (St. Jerome 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. Jerome 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.

Job Summary:

The Administrative Assistant reports to the Pastor and assists him with business and HR functions and other essential workplace duties. The Administrative Assistant helps live out the mission of the Parish, to experience Christ's love and saving presence in our local community.

Essential Job Duties:

1. As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of St. Jerome Catholic Church in both your professional and personal life.
2. Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
3. Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
4. Coordinate the overall daily administrative and operational functions for the Parish.
5. Coordinate necessary steps related to hiring or other HR-related functions for Parish staff, following diocesan procedures.
6. Coordinate purchasing and cash receipt duties for the Parish.
7. Work together with Bookkeeper as a back-up on Quickbooks and payroll when Bookkeeper is not available.
8. Coordinate all aspects of funeral preparation for those services at the Parish and be initial contact for those preparing for the Sacrament of Matrimony.
9. Collaborate and communicate with the leaders of the Worship Ministries on special liturgies and other worship services.
10. Manage Pastor's calendar and communicate with Pastor about his schedule.
11. Assist the Pastor with his and Parish correspondence as needed.
12. Ensure compliance with all Federal, State and local governmental agency rules and procedures as well as all diocesan procedures and policies.
13. Act as backup to the Secretary for the Parish.
14. Coordinate meetings for Parish Staff on a regular basis and act as liaison between Pastor and the Staff for communication needs.

Knowledge, Skills and Abilities

- Knowledge of the structure and basic teachings of the Roman Catholic Church
- Skill in operating position-appropriate technology, including Microsoft Office, Google Calendars, and Quickbooks
- Good organizational and collaborative skills
- Interpersonal skills to work with parish groups, staff members and visitors to the Church Office
- Helpful attitude, patience and team spirit
- Good communication skills with ability to keep confidentiality

Minimum Qualifications:

Education and Trainings:

- Associate degree in finance, accounting, marketing, management or related field
- Bachelor’s degree preferred

Experience:

- Minimum 1-3 years relevant experience in an administrative position

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas driver’s license
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies through the employment period.

Accountability:

- This position reports to the Pastor.
- Quarterly self-evaluation and goal setting with the Pastor

Mental / Physical Tasks:

E	Talking	E	Driving
E	Listening	E	Using personal computer with mouse
E	Standing	E	Sitting
E	Walking	E	Bending
E	Grasping/holding	E	Seeing
E	Lifting/carrying	E	Reading and Comprehending
E	Moving heavy equipment/materials	E	Other (list)
E	Using office equipment, stapler, telephone, etc.	E E E E	-critical thinking -analyze situations -reading & comprehending -public speaking/presentations

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.
- Must be able to work in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Roman Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal or parish vehicle to drive to off-site locations.
- Travelling within and outside the parish to meetings and other events may be required, and travel may require overnight lodging.

Approval:

Pastor

Date

Employee Certification:

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature

Date