



The Parish Community of Saint Helen

POSITION DESCRIPTION

Position: Pastor's Assistant

Department: Parish Staff

Reports To: Pastor

Classification: Non-Exempt

General Description

The Pastor's Assistant is responsible for assisting the pastor and supporting various day-to-day operations of the parish. This role interfaces with parish staff, volunteer ministers, parishioners, the archdiocese, and visitors.

This position is a part-time role. The ideal candidate works five hours on five days per week OR six hours on four days each week.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and parish needs.

- Support the Pastor's executive, and spiritual responsibilities in the following ways:
 - Help to manage the Pastor's personal and confidential correspondence.
 - Open and review the Pastor's mail, respond to general requests, and redirect correspondence to other staff members when appropriate.
 - Perform general administrative tasks requested by the Pastor.
 - Manage the Pastor's calendar.
 - Greet the Pastor's visitors.
 - Ensure timely response to Pastor's voicemail and parishioner requests.
 - Create the Staff Meeting and Speaker Notes for the weekly Staff Meeting, as directed by the Pastor.
- Reception
 - Oversee the Parish Receptionists.
 - Hire the Student Receptionists and ensure the coordination of coverage.
 - Ensure the reception desk is kept organized and is staffed during work hours.
 - Ensure Receptionists properly greet and direct visitors, and can handle routine questions about events, church policies, etc.
 - Ensure the Staff maintains responsibility for mass cards and money collection.
 - Ensure Student Receptionists lock the facility in Burke Center prior to exiting.
 - Ensure the Receptionists provide administrative support to St. Helen Staff Members.
 - Review and submit Student Receptionist time sheets each pay period.
- Other various day-to-day operations of the parish
 - Coordinate and act as point person for all weddings that occur at St. Helen's.
 - Book all funeral masses as well as arrange for coverage from funeral ministry.
 - Coordinate/plan Parish Staff events.
 - Oversee the Stipend account.
 - Assign the Staff Member to say the prayer at the weekly Staff Meeting.
 - Ensure the reception desk, work room and parish offices are organized and clutter free.
 - Ensure updated messages are recorded on the parish phone.
- Other duties as assigned.

Qualifications/Skills

- Ability to maintain confidentiality in all matters.
- Proficient in use of Microsoft Office Suite and Google platform.
- Ability to learn software programs and TouchPoint, the parish database.
- Typing proficiency of 50wpm.
- Professional communication skills both in person and on the telephone.
- Written and verbal communication is clear and concise.
- Well-developed people skills in interacting with all who come to the parish office.
- Maintain professional appearance.
- Ability to solve practical problems while dealing with a variety of variables.
- Ability to adapt and change as initiatives are proposed and implemented.
- Excellent organizational skills.
- Ability to interpret a variety of written and oral communications.
- Positive and supportive to all staff members.
- Efficient time management skills (ability to multi-task and be detailed oriented).

Education and/or Experience

- High school diploma and 3-5 or more years working in a general office setting with the public is desired.
- College Degree (preferred)
- Knowledge of and experience in using a personal computer; proficient typing skills.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.