

St. Catherine of Siena Roman Catholic Church
Hillside, NJ
POSITION DESCRIPTION

Position: Assistant to the Pastor

Reports To: Pastor

Classification: Non-Exempt

General Description

The Assistant to the Pastor 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 full-time role, with the ideal candidate working eight hours a day from 10 am to 6 pm, five days a week. Flexibility in work hours and occasional weekend work may be required.

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

- Help to manage the Pastor's personal and confidential correspondence.
- Perform general administrative tasks requested by the Pastor.
- Manage the Pastor's calendar.
- Greet the Pastor's visitors.
- Ensure timely response to Pastor's messages and requests for information.

Reception

- Greet and direct visitors to the proper area or person.
- Answer the parish phone and direct calls/messages to the proper party.
- Answer general inquiries and respond to parish emails.
- Provide parishioners with information on the ongoing activities of the parish.
- Forward mail to the proper party.
- Respond to emergency requests for a priest.
- Order church and office supplies.
- Direct packages and deliveries to the right resources.
- Register/unregister parishioners.
- Ensure the photocopier is in good working order.

Masses

- Provide parishioners with mass cards.
- Ensure payment for mass cards is properly recorded and safely secured.
- Ensure mass intentions are placed on the altar as appropriate.
- Ensure the weekend schedule of masses for priests is recorded and distributed.

Sacraments – Baptism, First Communion, Confirmation, Right of Christian Burial

- Respond to parishioners' requests for information on the sacraments and funerals.
- Ensure proper documentation is requested and received.
- Record the information in the sacramental registers.
- Send notifications to the church of baptismal origin.

Volunteers

- Ensure the bimonthly Eucharistic Ministers and Lectors schedule is received and posted in the sacristy.
- Ensure the documentation for the Archdiocese of Newark's Safe Environment Program is requested and filed.
- Develop flyers with pertinent information on parish pilgrimages. Track the list of attendees and order buses.

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 type 50 words per minute.
- 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.
- Positive and supportive to all staff members and parishioners.
- Efficient time management skills (ability to multi-task and be detailed oriented).
- Proficiency in English and Spanish is required; Portuguese language skills are a plus.
- Willingness to participate in professional development opportunities.

Education and/or Experience

- High school diploma and 3-5 or more years working in a general office setting (preferably a church) with the public is desired.
- College Degree (preferred)
- Knowledge of and experience in using a personal computer; proficient technology skills.
- Experience with parish-specific software or tools is a plus.

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. Examples include:

- Ability to lift and carry packages and office supplies.
- Prolonged periods of sitting at a desk and working on a computer.

- Occasional standing, walking, and reaching.

To apply for this position, please send your resume to hire@stcatherinehillside.com