

ST. FRANCIS DE SALES – LODI, NJ
POSITION DESCRIPTION

Position: Part Time Bilingual Cemetery Secretary/Receptionist
Reports To: Pastor/Administrator
Classification: Non-Exempt

General Description

The Secretary/Receptionist welcomes all who come into or telephone the parish office and provides administrative and related office services to staff and members of parish committees.

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 departmental needs.

- Provides receptionist services for the parish office
 - Welcome and direct visitors
 - Answer telephone and direct calls appropriately
 - Records messages if person not present or unavailable and retrieves messages from voice mail.
- Performs secretarial duties for the Pastor/Administrator, and upon pastor/administrator approval also for Staff, Food Pantry Committee, Fundraising Committee, and Cemetery Board.
- Bulletin - Prepare weekly bulletin on Microsoft Publisher, and send to printer with prior approval of Pastor/Administrator
- Fills out permits and coordinates processions, Parish BBQ, Tricky Tray, Truck Festival and other fundraiser activities.
- Writes thank you letters to donors after events.
- Operates office machines and monitor their maintenance schedules and reports to pastor on their status.
- Order and/or purchase office supplies including coffee for the pantry
- Register all funerals on death register of the parish and ParishSoft.
- Provide support for Staff Meetings, Food Pantry Committee, Fundraising Committee, and Cemetery Board
 - Obtain minutes and agendas for various committees, copy and mail to all members
 - Copy/fold various materials for committees
- Maintain parish and diocesan records
 - Keeps Census updated on ParishSoft.
 - Keeps record of donations and weekly envelopes in ParishSoft Giving.
 - Sends Census to envelope company and Stewardship office.
- Maintain Mass intention book
 - Record Mass intentions
 - Prepares Intention sheet for Spanish and/or Portuguese for Thursday and weekend masses.

- Orders mass cards
- Coordinate/provide hospitality for office volunteers (bulletin/envelope stuffing, etc.)
- Cemetery
 - Keep cemetery records in database electronically and in physical file.
 - Keep in contact with TD Maintenance:
 - Burials
 - Any need or maintenance in cemetery with prior approval of the Pastor/Administrator
 - Any other duties related to cemetery as assigned or requested by Pastor/Administrator
- Mail handling
 - Deliver all incoming mail to Pastor/Administrator for sorting
 - Prepare bulk mailings per current postal regulations and take to post office, if necessary:
 - Keep records for bulk mailing account
 - Monitor meter money level
 - Print monthly postage usage reports
- Other duties as assigned or requested by Pastor/Administrator:

Qualifications/Skills

- Must be an active member of a Roman Catholic Parish faith community. (Sometimes this requirement may be satisfied by a person who has knowledge and is willing to function in a manner consistent with the mission of the Catholic Church):
- Must have knowledge of and skill in using personal computers
- Must be highly proficient in using Microsoft Office products, Word, Publisher and Excel
- Must have ability to communicate verbally and in writing in English and Spanish:
- Must have ability to maintain confidentiality
- Must have good interpersonal communication skills
- Must have ability to learn new software programs as needed
- Must be familiar with office machines such as copier, postage meter, etc.

Education and/or Experience

- Experience working with the general public
- Experience in an office environment
- High school diploma or equivalent
- Attend software training sessions as scheduled

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 in a normal office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Clearances, Licenses

Virtus Training

Work Schedule

Work will take place Monday through Friday from 9:00 AM – 3:00 PM, with one hour for lunch, for a total of 25 hours per week.

Contact Information

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