

Our Lady of Lourdes, West Orange, NJ

POSITION DESCRIPTION

Position: Office Assistant
Department: Rectory Office
Reports To: Pastor
Classification: Non-Exempt

General Description

The Office Communications Assistant provides day-to-day support services to the Pastor, Bookkeeper, and Administrative Assistant.

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.

- Assistance to Administrative Assistant in parish communications and Religious Education
- Welcome and communicate to visitors and callers on the phone and in person.
- Provide Mass cards and handle other inquiries.
- Assistance with communication with vendors, contractors, building repairs, inspections.
- Bilingual communication: Spanish and English for visitors and parishioners, phone, email and in person.
- Other duties as assigned.

Qualifications/Skills

- Ability to use Google translate and other tools for communication in Spanish and English. Proficiency/fluency in Spanish is a plus but not absolutely necessary.
- Good communication skills
- Computer proficiency in Microsoft Office, especially MS-Word. (Training is available for all necessary websites and office software)
- Proficiency with internet searches and search engines.
- Ability to respond to requests from Pastor, Bookkeeper, Administrative Assistant.
- Ability to look for solutions and work as part of a team.
- Valid driver's license and vehicle.
- Proficiency with e-mail, texting, including archiving and organization of emails, updating of address books, forwarding, and replying, attaching and detaching documents related to emails.
- Must be able to maintain confidentiality
- Strong work ethic.

Education and/or Experience

- High School diploma or GED
- Minimum of three years office or business experience or equivalent volunteer experience

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.