

FULL TIME PARISH ADMINISTRATIVE ASSISTANT
SS SIMON & JUDE PARISH
ESTIMATED \$28.5K - \$35.9K A YEAR / BENEFITS
M-F WITH SOME EVENINGS AND WEEKENDS

Major Duties and Responsibilities

The Parish Administrator serves as a staff resource in support of the pastor, fulfilling administrative needs regarding personnel responsibilities of the parish and contributing through the work of “Real Presence, Real Future” in evangelization of the Gospel within the parish.

This person should be an active member of a Roman Catholic Parish and will be responsible for the general operations of the church, parish staff, facilities/property management. They are a human resources liaison and communication director using new advanced technology. The role of this individual can be broken into three areas of service; Organizational, Management and evangelization.

ORGANIZATIONAL

- Knowledge of how a parish operates and be able to quickly grasp how the parish office functions
 - Ability to supervise and manage day to day calendar and facilities communications
 - Proficient in Microsoft Office (Word, publisher, Excel, Outlook) Need to learn to use Parish Soft and other church programs
 - Good telephone and interpersonal skills, with knowledge of business etiquette.
 - Strong organizational skills with attention to detail
 - Able to operate office equipment, computer copier, scanner and telephone
 - Schedules, approves and assigns space for meetings and events requested by various ministries, parishioners, community groups and the Diocese. Maintain the facilities usage contract.
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- Enters and maintains safe environment information for all parish ministries, volunteers and staff.

MANAGE

- Assist the Financial Assistant in planning and coordinating major events for fundraising including the Bishop's Annual Appeal and offertory pledge appeals, etc
- Oversee the implementation of the long-term maintenance plan and work with pastor on parish 5 year plan
- Plan and coordinate cemetery maintenance and selling graves (possibly move everything to a computer with the help of volunteers)
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EVANGELIZATION

- Understand the parish Vision and Mission in working with the Pastor and Staff to bring the Gospel message to the parish.
- Acts as main contact for new parishioners, assisting new parishioner with the welcome process and moving them into volunteer positions suitable to their gifts and talents.
- Work with parish organizations to make sure that volunteers are being contacted and used to keep the life of the parish moving forward.

Please send letter of application and resume to:

There will be a hiring committee and an interview with the committee

Fr. Dwayne McNew, Pastor

Ss Simon & Jude Catholic Church

9350 High Free Pike

West Jefferson, Ohio 43215
