

Job Description for the position of Administrative Assistant- St Albert the Great Parish

Answering Phones

- ☑ Directing calls to the appropriate people
- ☑ Helping with any issues or questions
- ☑ Maintain street sign
- ☑ Change automatic messages as needed

Assisting Parishioners

- ☑ In person or on the phone
- ☑ Scheduling Mass Intentions
- ☑ Helping with any issues or questions
- ☑ Mail weekly bulletins to homebound parishioners
- ☑ Help keep data base (Gabriel) updated.

Financial

- ☑ Prepare Sunday Mass contribution bags and place in sacristy
- ☑ Greet counters on Monday morning: accompany to retrieve donations from church safe, prepare copies of tally sheets and “envelopes” for loose checks
- ☑ Compile weekly contributions into a report for the bulletin

Facilities

- ☑ Scheduling doors for church, school and athletic events
- ☑ Creating swipe cards for employees and contractors

Sacraments

- ☑ Record all sacraments in the sacramental books
- ☑ Create certificates as needed

Other

- ☑ Sort daily mail
- ☑ Maintain postage and postage machine

☒ Order various supplies: office supplies, postage, liturgy resources

☒ Maintain Google calendar for staff

☒ Maintain presider Mass calendars and distribute

o Send updates as changes occur

☒ Record and distribute minutes from staff meetings

☒ Maintain list of those who visit the Adoration Chapel, and notify when the code changes

☒ Proofread the bulletin

☒ Maintain Stewardsoft software for parish envelopes

☒ Other jobs as assigned

Please send cover letter and resume to Tom Hutchinson thutchinson@stalbertthegreat.net