

St. Joseph Parish

910 Wilson Avenue
Menomonie, WI 54751

JOB DESCRIPTION

Title: **Parish Administrative Secretary**
Classification: Hourly – Full time position
Location: On site
Reports to: Pastor
Performance Evaluation: Pastor.

SCOPE OF DUTIES

General Statement of Duties: The Parish Administrative Secretary is responsible for the smooth and efficient handling of the day-to-day activities and administrative tasks and is also responsible for the collecting and publishing of information and data in multi-media formats and applications. The Outreach Ministry is designed to embrace and assist all Parishioners in various stages and situations of need in their lives.

ESSENTIAL DUTIES

- **General Parish Office:** Assist School Secretary with answering telephones and delivering messages; mail handling, processing and delivery; Assist students and teachers; Assist visitors; Assist Business Manager with RaiseRight/SCRIP program; filing; Accept Mass stipends & schedule Mass requests; Conference room reservations; Parish equipment rentals; Assist with proofreading Parish materials; Act as the welcoming, engaging face of the Parish and School; Attend weekly staff meetings; submit/manage annual expense budget; Miscellaneous office duties; and perform other duties as assigned by Business Manager.
- **Publications:** Weekly bulletin; Mass Announcements; Quarterly Newsletter, Electronic sign; Parrish Apps; Facebook; YouTube; Google Calendar; Parish website; Parish bulletin boards; Parish Directory; Parish forms & flyers; Marketing for the Parish.
- **Recordkeeping:** Sacramental Registers; Parish Soft – enter new parishioners/maintain data/provide reports; Safe Environment Coordinator; Assist the Director of Religious Education with religious education recordkeeping and documents.
- **Parish Festival Liaison:** Fall Festival permits – City of Menomonie; Promotion of festival, i.e., flyers, raffle mailings, social media posts; securing of necessary equipment; secure entertainment; Attend Fall Festival meetings and coordinate communications with Fall Festival committee.
- **Meeting Attendance:** Weekly Parish Office staff; Fall Festival meetings.
- **Outreach Ministry:** Assist Pastor and Mother Teresa Ministry with visits to home-bound Parish members and area Catholics in the nursing homes, hospitals, assisted living and in their homes; Anointing Mass. Parish contact for funeral luncheons. Assist Parish Life Ministries with outreach projects and evangelization. Keep Pastor and staff members informed of Parish family special needs i.e., death, job loss, illness, separation/divorce, etc. Assist Pastor with Outreach opportunities.

MINIMUM QUALIFICATIONS

Education, Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality.
- Strong human relation skills: attention to detail & accuracy, self-motivated, flexible, demonstrates initiative, works with minimal supervision, highly organized & able to effectively multi-task.
- Competence in computer skills, competence with publication, webpage, graphic design, & software application, competence with social media including policies and procedures.
- Knowledge and understanding of office equipment and tools.