

# PARISH RECEPTIONIST/ADMINISTRATIVE ASSISTANT

St. Thomas More Parish

The Parish Evening and Saturday Receptionist/Administrative Assistant is responsible for welcoming all who come into, or telephone the office and provides administrative and related office services to staff and members of St. Thomas More.

## Primary Responsibilities

- Provides reception services for the parish office by welcoming and directing visitors, answering the telephone and directing calls appropriately. Facilitates clear communication to visitors and callers.
- Receives and signs for mail or vendor deliveries. Sorts and processes mail.
- Maintains the calendar for the parish facilities and coordinates the use of keys as needed.
- Manages requests for Mass Intentions and keeps church records.
- Enrolls new parishioners, entering data from parish registration forms and verifies information.
- Oversees and records all sacramental entries to the parish records and prepares certificates.
- Operates office machines.
- Oversees the timely opening and closing of the office each day. At night, ensures that all office equipment and lights are turned off, windows and doors are locked, and alarms are on.
- Prepares, transcribes and edits a wide range of written and printed materials including correspondence, lists, reports and posters, website and social networks.
- Some financial record-keeping duties.
- Other duties as the needs arise.

## Demonstrated Competencies Required

- Committed to the mission and values of St. Thomas More Parish and of the Catholic Church.
- Must be able to maintain strict confidentiality at all times.
- Friendly with excellent people skills.
- Ability to communicate effectively in oral and written form.
- Must have effective telephone techniques.
- Professional temperament and appearance.
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise.
- Able to prioritize and handle multiple tasks
- Proficient computer skills needed.

## Minimum Qualifications

- Practicing Catholic.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Publisher, MS Word, MS Excel, MS Outlook, and MS PowerPoint)
- Experience using a database or accounting software. Parish Data System and/or QuickBooks experience a plus.
- Strong organizational skills with the ability to multi-task and prioritize work.
- High School degree.
- Minimum of three years of relevant experience in a receptionist or administrative assistant role.

Please submit a cover letter and resume to: [jobopenings@stm-church.com](mailto:jobopenings@stm-church.com).