

TITLE: Parish Secretary/Administrative Assistant

HOURS: Full time; Monday-Friday 8:00am-4:00pm. Weekend or evening hours may also be required depending on Diocesan/Parish programs & events.

The Parish Secretary/Administrative Assistant will oversee the daily office operations of the Cathedral parish, and be the primary contact person for the daily life of the parish, including service to parishioners, as well as to the poor and needy who come to the door. This position will support the Rector, Priests, and Deacons in the successful completion of all parish projects, including creating communications, general accounting, purchasing, staff and building scheduling, Sacramental Register and membership maintenance, event planning, and other tasks related to such projects. This position reports directly to the Rector.

DUTIES AND RESPONSIBILITIES:

- ♦ Establish and maintain relationships with a variety of service providers and vendors.
- ♦ Provide administrative support for written, voice and electronic communications for the Rector and other clergy.
- ♦ Maintain discretion and confidentiality of all correspondence and meetings.
- ♦ Assist in the coordination of appointment calendars for the Rector and other clergy.
- ♦ Publish weekly bulletin and other communications.
- ♦ Coordinate schedules and calendars for all campus facilities.
- ♦ Partner with St. Augustine Cathedral Elementary School administration and staff on shared interests.
- ♦ Coordinate the scheduling and planning of all baptisms, weddings and funerals.
- ♦ Partner with the Executive Assistant to the Bishop and several departments within the Diocese of Kalamazoo to plan and execute liturgies celebrated by the Bishop.
- ♦ Plan and execute receptions for parish and Diocesan events.
- ♦ Greet and provide hospitality to all guests who visit the rectory offices.
- ♦ Partner with Catholic Charities of Kalamazoo and other agencies to provide support and financial assistance to the underserved of our community.
- ♦ Other duties as assigned.

QUALIFICATIONS:

The successful applicant will be a practicing Catholic in good standing, living a life consonant with the moral teachings of the Catholic Church, and be able to pass a background check. Other qualifications:

- ✧ Strong computer skills (MS Windows, Word, Excel, Publisher, Outlook). Experience with PDS software preferred.
- ✧ Strong leadership and organizational skills
- ✧ Strong interpersonal and written/verbal communication skills
- ✧ Ability to maintain discretion and confidentiality
- ✧ Ability to self-start, multi-task and prioritize projects
- ✧ Ability to be resourceful and proactive when issues arise
- ✧ Ability to work independently without supervision

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Application should include a cover letter outlining your qualifications for this position, resume, and salary expectations. Submit application to Msgr. Michael Osborn at info@stakalamazoo.org or 542 W. Michigan Avenue, Kalamazoo, MI 49007 by November 6, 2017.