

JOB DESCRIPTION

<u>JOB TITLE:</u>	Administrative Assistant
<u>JOB CLASSIFICATION:</u>	Non-Exempt – Full-time (40 hours per week)
<u>DEPARTMENT:</u>	Religious Education
<u>REPORTS TO:</u>	Director of Religious Education

Purpose and Scope:

To provide administrative support to the parish religious education program and willingness to work with a large bilingual (English/Spanish) community. This position assists the Director of Religious Education. Essential responsibilities include coordination of student database, registrations, and attendance records. This position is full time, 40 hours per week.

Essential Job Functions:

- Ensures orderly flow of activity during class sessions. Provide catechists with materials and information needed for weekly religious education classes.
- Provides customer service to enrolled and prospective families.
- Answers incoming phone calls and handles them appropriately.
- Responsible for maintaining database, files, student lists, and calendars/schedules.
- Orders religion books and office supplies.
- Maintains an orderly office environment.
- Provides administrative assistance for the Director of Religious Education.
- Attends weekly department staff meetings.
- Provides assistance for parent meetings and rehearsals as needed.
- Assists RCIA Coordinator by answering phone calls and taking messages.
- Comfortable working in a bilingual environment, English and Spanish.

Knowledge, Skills and Abilities Required:

- Strong ability to communicate and work as a team.
- Ability to work nights and weekends.
- Excellent ability to organize, meet deadlines, prioritize tasks and work independently.
- Working knowledge of general office procedures, accurate record keeping, filing, and attention to detail. Receiving and recording PREP fees.
- Particular knowledge of MS Office applications software, especially MS Word & Excel.
- Knowledge of or the ability to learn Parish Data Systems (PDS) Formation software.

Minimum Qualifications:

- Active Practicing Catholic in Communion with the Church.
- Bilingual (English/Spanish) preferred but not necessary.
- High school diploma or equivalent certificate.
- In compliance with Safe Environment clearances.
- Experience working in a related position.
- Knowledge of spreadsheet, word processing and office procedures.

Physical Requirements:

Able to self-ambulate up and down stairs and lift up to 25lbs.

Contact:

Nancy Sanchez

Saint Agnes Parish, West Chester

610-436-4640

Resumes can be sent to dre@saintagnesparish.org.