



Roman Catholic Archdiocese of St. John's

POSITION DESCRIPTION

Job Title:	Administrative Assistant (Temporary Part time)
Department/Group:	St. Thomas Aquinas, St. Lawrence & St. Joseph's, Lamaline
Supervisor:	Parish Priest or designate
Incumbent:	

Summary Statement/Purpose:

Using initiative, tact, judgment and respect for privacy and confidentiality, the position reports to the Parish Priest or designate. It is responsible for providing administrative and clerical support to the Parishes of St. Thomas Aquinas and St. Joseph's. The position is required to function with some degree of independence and initiative with work being assessed through periodic review and accomplishment of assignments. This position will require proficiency in office operation procedures, computer skills, communication skills (verbal and written), multitasking, as well as relationship management and some flexibility in hours as required by parish. Efficient execution of these duties required while maintaining compliance to processes and procedures in place by the Archdiocese and the Parishes. This position will also be responsible for the timely response to internal/external requests and ensure requests requiring further action are relayed to appropriate personnel. . Incumbent will exercise independent judgment in the resolution of administrative problems of this position and defer to the Parish Priest or designate for other problems. Adherence to legislative requirements and accounting policies and procedures is extremely important.

Primary Role and Responsibilities:

1. Maintain an ongoing liaison with Parish Priest or designate to determine priority issues and to ensure Parish Priest or designate is updated on Parish issues.
2. Answer phone, check messages (phone & email), pick up and sort incoming mail; prioritize and answer communications accordingly and appropriately or relay to appropriate personnel.
3. Maintain a filing system as per Parish requirements.
4. Ensure bank deposits processed on a timely basis and ensure safety of cash/cheques at all times.
5. Ensure the timely submission of accounting data to the Accounting Office at the Pastoral Centre.
6. Manage incoming stipend receipts for parish services.
7. Baptisms, Confirmations, Marriages – record data, prepare documents, ensure items required for celebration of the Sacraments are available, update parish records and maintain copies of documents at parish.
8. Funerals – act as contact for funeral home and/or family members. Ensure proper information is obtained and Pastor and Bereavement team notified.
9. Input contribution data to Parish Friendly Software, prepare collection envelopes for distribution and process year end receipts for tax purposes. Issue manual receipts when required.
10. Prepare weekly Bulletin for distribution at weekend masses.
11. Opens and closes church as needed.
12. Ensure Bingo and canteen supplies ordered when needed.



Roman Catholic Archdiocese of St. John's

13. Ensure sufficient bar inventory when needed.
14. Maintain a log of parish property distribution, eg keys, etc.
15. Provide support to parish committees and setup rooms for meetings, etc.
16. Order office and Church supplies as needed.
17. Respond to inquiries from RCEC Pastoral Centre and other parishes.
18. Other related duties as assigned by Parish Priest or designate.

Qualifications:

Education and Experience Requirements:

- Post-Secondary Education in Office Administration.
- 5 years of Administrative Assistant experience.

Knowledge, Skills and Abilities:

Proficiency in:

- MS Word, Excel, Outlook, Internet Explorer
- Knowledge of or experience with Parish Friendly software as asset.

Personal Competencies:

- Ability to maintain confidentiality of files, documents, and general information and exercise a high level of discretion
- Ability to be detailed-oriented, and perform work with accuracy and speed
- Demonstrated effective oral and written communications skills
- Respectful attitude toward employees, Clergy, parishioners, and other members of the public
- A team player who has the ability to develop and maintain effective relationships
- Ability to work independently with minimal supervision.
- Ability to be organized, handle and prioritize multiple tasks and manage time effectively, while ensuring the optimal use of resources to achieve objectives
- Trustworthy through consistent honesty and professionalism in all interactions

Physical Requirements:

- May, on occasion, lift or move boxes and files

Professional Designations/Memberships:

N/A

A Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary is required for the position.

Working Conditions:

Daily work schedule is based on 2 hours per day, Monday to Friday. Additional hours may be required on an infrequent basis in order to complete assigned tasks.