

**Job Title:** Administrative Assistant  
**Parish:** St. Anne, Oswego  
**Reports to:** Pastor  
**Work Schedule:** Full-time, Exempt, Benefits Eligible

### **Job Summary**

The Administrative Assistant coordinates the activity of all parish ministries on behalf of the pastor and maintains the parishioner database and parish sacramental records.

### **Duties and Responsibilities**

#### Pastor's Admin Assistant

- Maintain pastor's calendar
- Return routine letters, emails, and phone calls on pastor's behalf

#### Parish Scheduling

- Maintain the parish calendar
  - Liturgical Events
  - Religious Education
  - Parish Ministries
- Assign the parish facilities for parish functions
  - Liturgical Events
  - Religious Education
  - Parish Ministries
- Liturgical scheduling
  - Schedule visiting priests
  - Schedule baptisms, funerals, and weddings
  - Schedule Masses and other liturgies

#### Record Keeping

- New Parishioner Records/Parishsoft
- Update Parishioner Records/Parishsoft
- Maintain Sacramental Registers
- Prepare Sacramental Certificates

#### Other Duties

- Answer phone calls, emails, and assist visitors
- Pick up Mail from Post Office
- Direct cleaning staff

### **Qualifications**

Previous experience working in an office setting. Must be able to participate fully in the practice of the Roman Catholic Faith. Maintain confidentiality in all parish matters. Adhere to parish policies and procedures. Work as a team member. Maintain a productive workload/schedule. Develop and maintain effective work relationships with parishioners, visitors, and staff members.

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| Anyone interested in this position, please send a cover letter and resume to: Fr. Stephen Eickhoff at <a href="mailto:freickhoff@stanneparish.org">freickhoff@stanneparish.org</a> |
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