

## ADMINISTRATIVE ASSISTANT

### ***Purpose of this Ministry:***

The Administrative Assistant is a skilled professional who serves Christ in our parish by performing a variety of routine and creative administrative support tasks. The duties will be divided between the clerical administrative needs of the Faith Formation Department (65%), the design and maintenance of the social media platforms' content (20%) and supporting the Parish Office by doing the worship aids and other clerical duties (15%).

**Reports to:** Faith Formation Director

**Collaborates with:** Staff and parishioners

**Status:** Full-time | Hourly | Non-Exempt (Part-time option available)

### APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to [epost@spxcatholic.org](mailto:epost@spxcatholic.org)

1) cover letter; 2) resumé with salary history; 3) at least three references

*Please include your last name and "Administrative Assistant" in the subject line.*

Alternatively, you may send a hard copy of these documents to:

Administrative Assistant Search

St. Pius X Parish

3937 Wilson Ave. SW

Grandville, MI 49418

### ***Essential Responsibilities and Tasks***

#### WELCOMES

*The administrative assistant is a minister of hospitality who:*

- Provides a warm welcome to everyone who calls or visits the Faith Formation office, assists them as needed or connects them with someone who can provide a solution.
- Is particularly sensitive to the needs of our youth and their parents.

#### MANAGES

*The administrative assistant is a careful steward of God's resources who:*

- 1) Manages the practical office concerns in the Faith Formation Department, including keeping the needed office supplies on hand and common storage areas organized and tidy.
- 2) Accepts payments and properly handles the receipts.
- 3) Maintains student files and other records.

- 4) Gathers the upcoming events information from department heads for the weekend kiosk slides. Responsible for referencing the parish main calendar of events and collaborating with the department heads on how to best express the message.

## **SUPPORTS**

*The administrative assistant is a skilled employee who:*

- 1) Provides support to staff, volunteers and parishioners by accurately and efficiently completing the work. This work may include the typical office tasks of an administrative assistant, but the employee will also be asked learn new skills.
- 2) Assists catechists by making copies, gathering supplies and craft materials.
- 3) Helps the Faith Formation Director manage the sacramental preparation process by verifying baptismal records, preparing certificates, collecting fees and providing hospitality at First Communion retreats.
- 4) Supports summer Vacation Bible School by collecting registrations, ordering supplies and providing other support as needed.
- 5) Assists in keeping diocesan records regarding a safe environment for children.
- 6) Applies first aid or comfort to children when needed.

## **CREATES and COMMUNICATES**

*The administrative assistant helps promote parish life by using her or his talents to:*

- 1) Develop worship aids for the Lord's Day liturgies, funeral liturgies and other liturgical celebrations.
- 2) Create fliers, postcards, bulletin boards and other forms of media to promote parish activities.
- 3) Assist with creating decorations for Middle School and High School retreats.
- 4) Design new and engaging content for the parish website, Facebook account, Instagram and YouTube video posts. (If not currently experienced with these tasks, consideration will still be given to individuals willing to learn the specific skills once they are hired.)

## **Qualifications:**

- Post high school education preferred.
- Three to five years proven experience in an administrative support role.
- Practicing Roman Catholic.
- Computer literacy required.
  - a. Proficient in MicroSoft Office Suite (Word, Excel, Publisher, PowerPoint) and Google Suite (Drive, Slides, Docs, Gmail and Photos).
  - b. Experience with (or willingness to learn) Canva and Adobe.
- Eager learner with exemplary written communication skills and creative design skills.
- Discretion required: must be able to process and maintain confidential information.
- Criminal background and credit checks required.

## **Work Environment:**

- Average of approximately 30-35 hours per week during school year, fewer hours in the summer. Involves some nights and weekends including Sundays.

***Skills and Abilities:***

- Demonstrates strong organizational skills, including managing time, prioritizing tasks and willingly supporting co-workers in different departments.
- Stays current with technology. Enjoys learning and resolving challenges.
- Works collaboratively with staff and parishioners of all ages.