



ADMINISTRATIVE ASSISTANT

INFORMATION PACKET FOR APPLICANTS

Job Posting | October 21, 2025

Administrative Assistant

A Unique Opportunity to Make a Difference

From the moment you step through our doors, you'll know St. Pius X Parish in Grandville is a special place. We are a vibrant, faith-filled community with a mission to foster encounters with the Risen Jesus for everyone who enters our parish and for all those in the Grandville area. Passion, purpose, contagious energy, and a spirit of generosity define us—we care deeply about one another and strive to inspire others to take the next small step toward a life with God.

We are seeking an Administrative Assistant to join our team and provide support to the pastor and parish staff. This person will have the vision and skills to welcome, communicate, manage, and support the parish office and staff.

What We Offer

- **A Supportive Team:** You'll work alongside passionate, talented teammates who share your dedication to transforming souls and living out our faith.
- **A Welcoming Parish:** St. Pius X Parish includes 900 households in the southwest suburbs of Grand Rapids. We are a vibrant community where everyone is seen, heard, and valued as a beloved child of God. To learn more about our community—visit www.spxcatholic.org
- **A Shared Mission:** Together, we strive to re-energize the spiritual lives of Catholics, inspiring and inviting them to a deeper connection with God.

Join Us in Transforming Lives

At St. Pius X, every effort we make has one goal: collaborating with God to transform souls, one at a time. We invite you to bring your gifts, talents, and passion to this role and help us lead the next generation closer to Christ! Applications will be evaluated as submitted.

APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to frdouglas@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.



ADMINISTRATIVE ASSISTANT

Purpose of this Ministry: The Administrative Assistant is a skilled professional who helps our parish serve Christ by performing a variety of sensitive and specialized administrative support services as a member of our staff.

Reports to: Pastor

Collaborates with: Parish Staff, Parishioners

Status: Full-time | Hourly | Non-Exempt

Essential Responsibilities and Tasks

WELCOMES:

1. Provides a warm welcome to all who call or visit the parish office; clarifies their needs and connects them with who can provide solutions.
2. Registers new parishioners and sends welcome letters.

COMMUNICATES:

1. Writes and designs weekly bulletin. Works closely with the Communication Assistant regarding parish and Grand Rapids Diocese events on social media platforms.
2. Receives parish office e-mails, ensures emails are forwarded to those who can provide solutions. Prepares weekly huddle emails and PowerPoint.
3. Handles routine questions about parish policies.
4. Opens and distributes incoming mail; prepares outgoing mail; coordinates bulk mailings for the parish.

MANAGES:

1. Manages the parish office, including ordering office supplies. Arranges maintenance of office copier and folding machine, orders stationery supplies (envelopes, etc.).
2. Manages parish meetings and event calendars.
3. Maintains the parish census records, both hard copy files and ACS People Data Base.
4. Maintains sacramental records and sends sacramental notifications; maintains Mass intention book.
5. Manages weekend set-up for Masses, including writing of announcements from staff.
6. Manages the cleaning of altar linens calendar.
7. Manages the staff presence calendar.

SUPPORTS:

1. Pastor with calendar maintenance, appointments, and other assigned duties.
2. Business Manager with weekly bank deposits, posts tithings, helps with Catholic Service Appeal data maintenance and pledges, special collections, orders tithing envelopes, clerical duties such as money bags for collections, etc.

3. Pastoral Associates with coordination of clerical duties for sacramental events (baptisms, marriages, funerals, and special events). Orders yearly liturgical items (including items for Advent & Lent); orders donuts for Donut Sundays.
4. Music Director with clerical duties such as printing worship aids for liturgies.
5. Staff by coordinating social events to celebrate birthdays, anniversaries, and staff luncheons and/or events.
6. Other duties as needed by staff.

QUALIFICATIONS:

- Associate degree preferred.
- Three to five years of experience in an office setting preferred.
- Practicing Roman Catholic preferred.
- High computer literacy required: fluent in Word, Excel, Publisher, PowerPoint and internet browsers. Experience in database work and calendaring.
- Eager learner with exemplary written communication skills.
- Discretion required: must be able to process and maintain confidential information.
- Criminal background and credit checks required.

WORK ENVIRONMENT:

- Average of approximately 35-40 hours weekly; may involve some nights and weekends.

SKILLS AND ABILITIES:

- Welcoming and adaptable as the initial contact for the parish.
- Demonstrate strong organizational skills, including time management, prioritizing tasks, taking direction from multiple sources, and problem resolution skills. As well as being efficient and accurate.
- Stay current with technology.
- Connect with parishioners and discover their interest and talents.
- Work as a team with staff members and parishioners; along with the ability to work independently.