

7/08/2019

**HOLY TRINITY PARISH**

**133 Main Street, Greenfield, MA 01301**

**Position Description**

POSITION TITLE: HOLY TRINITY OFFICE ASSISTANT  
REPORTS TO: PASTOR  
STATUS: NON-EXEMPT (26 HOURS PER WEEK)

**FUNCTION:**

Implements a variety of tasks within the framework of the parish office. Major areas covered may include interacting with parishioners, coordinating funerals and other liturgies, ordering and maintaining parish supplies, banking, creating schedules, parish bulletins, weekend intercessory prayers and announcements. May coordinate some maintenance and housekeeping functions of the rectory, church, hall, garage grounds. May be the parish representative to meet with outside vendors, maintenance and repair personnel. Coordinates use of the parish hall to support parish ministries and organizations and keeps a schedule for same. Must be flexible to do other tasks as may be requested by the pastor.

**RESPONSIBILITIES:**

Represents the parish on the telephone and in responding to people at the rectory door.

Prepares the weekly parish bulletin and submits it to the pastor each Monday. Following his changes, and or approval forwards the bulletin by Tuesday noon to the printer.

Prepares intercessory prayers and announcements for weekend Masses.

Collects hours and prepares data for on-line input to the payroll service on a biweekly basis.

Coordinates funerals, (baptisms, marriages) and other liturgies in the schedule of the parish as needed.

Maintains parish and diocesan data basis for the parish census, collection envelopes, Catholic Mirror subscriptions, Annual Catholic Appeal, etc. using Microsoft Word, Excel, and on-line vendor software.

Orders and maintains parish supplies.

Coordinates some maintenance functions into the schedule of parish activities.

May represent the parish to outside vendors, and service people as requested.

Prepares and circulates the various schedules for parish ministers who serve at weekend Masses.

Assumes additional responsibilities as requested.

**KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:**

Ability to positively interact with clergy, parishioners, vendors, service people and other employees

Must be able to maintain confidentiality.

Must be an actively practicing Roman Catholic.

Must be proficient with Microsoft Office Suite software – Word, Excel, Internet Edge, Outlook, Data Back-ups, etc.

Must be a competent at keyboarding.

Must have strong people skills so as to be able to represent the parish to all constituents as required.

Should have 3 to 5 years of experience in a small office setting.

**EQUIPMENT USED:**

Telephone System, Computer, Adding Machine, Copier, Fax, Shredder, etc.

**QUALIFICATIONS:**

*(Not listed in priority)*

- Is proficient with Microsoft Office Suite software (Word, Excel, Internet Edge, Outlook, Data back-ups, etc.)
- Is pleasant to, is comfortable with and likes working with people.

- Must be very discreet, and comfortable in handling confidential information.
- Is Roman Catholic and is an actively practicing catholic.
- Must be able to pass a CORI test.
- When necessary can direct others, represent the parish and be civil under all circumstances.
- Have 3 to 5 years of experience in similar position(s).
- Must be able to present both personal and professional recommendations and complete prior job history. Some recommendations must be from prior supervisors. (3 to 5 of each)