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## ST MARYS CATHEDRAL Position Description

Title: Parish Secretary/Communications Manager

Type of Position: Full-time, hourly, 40 hours per week

Wage: \$14.00 - \$17.00

### Overview:

The Parish Secretary/Communications Director provides skilled secretarial and related office services to the pastor, parish staff and parishioners. This person assists the pastor in planning and coordinating various parish activities. The Parish Secretary/Communications Director oversees various aspects of parish communication including the bulletin, website and social media.

### Duties and Responsibilities:

1. General Secretarial Duties: including, but not limited to, answering phone calls and e-mails, filing, photocopying, sorting mail, accepting deliveries, typing letters, shredding, faxing, and greeting and assisting all visitors to the parish in English and Spanish. Oversee bulk mailings throughout the year.
2. Parish Database: Maintain the parish database containing information on all parishioners, update accordingly. This should include contact information, family members, sacramental records, envelope contributions, memorials, donations, offerings, and tax information. Mail out annual contribution statements. Creates census data reports as needed.
3. Parish Calendar. Schedule request for use of space, providing requirements and collecting payment as appropriate. Communicate event set-up needs with maintenance staff.
4. Mass Intentions: Schedule mass intentions as requested by parishioners. Send out confirmation letters to parishioners. Mark records appropriately.
5. Financial Transactions: Record donations and sale of articles made in the parish office. Ensure all funds brought into the parish office is documents via receipts.
6. Equipment and Inventory: Ensure office equipment is in good working order. Work with vendors when needed for equipment repair. Serve as point of contact for IT issues for the parish. Works with IT provider to resolve issues. Maintain inventory of office supplies, order office supplies as needed.

7. Administrative Support: Provide administrative support to priest, associate, parish staff, ministries and groups. Serve as interpreter for parish business.
8. Contributions: Post Weekly Contributions by Parishioners in PDS. Create, file, and disseminate Weekly Contributions reports. Create, print, and mail year-end Contributions Statements to contributors for tax purposes. Maintain the parish offering envelope system with the envelope company.
9. Bulletin Editor: Create and oversee distribution of the weekly parish bulletin. This should include the weekly Mass schedule and other appropriate announcements. Insert any necessary information for upcoming events. Ensure bulletin is submitted to printing company by the specified deadline. Mail bulletins to homebound parishioners who request them. Forward any necessary information to other churches to be placed in their bulletins.
10. Website and Social Media: Maintain parish website and social media. Post timely and relevant information. Respond to and troubleshoots all website issues. Develop and maintain a calendar for social media campaigns and posts. Adhere to branding guidelines and ensure parish brand is communicated correctly and consistently.

#### **Additional Duties**

1. Handle parish business with courtesy and professionalism, maintaining a welcoming, friendly atmosphere in the office.
2. Oversee volunteers as required.
3. Maintain absolute confidentiality with respect to all matters involving parishioners, staff and church business.
4. Demonstrate willingness to work on tasks which may be unexpected and not necessarily related to specific duties.
5. Any other duties assigned by the Pastor.

This list of responsibilities is not designed to cover or contain a comprehensive listing of all duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Personal Qualifications:**

1. Must be a practicing Catholic
2. Bilingual (English and Spanish) – fluency in speaking and writing English and Spanish
3. Excellent oral and written communication skills
4. Friendly, enjoys working with people
5. Ability to see when something needs to be done and proactively address the area of concern

6. An ability to work as a team with parish staff, ministry leaders and volunteers
7. Understands the importance of confidentiality of church records and conversations

Professional Qualifications:

1. Secretarial-related experience: 2+ years (preferred)
2. High School Diploma – Associate's Degree or higher preferred
3. Background or skills in marketing, journalism, website and social media management or related field preferred
4. Basic level of graphic design skills to produce graphics for social media and videos
5. Proficiency with social media and web platforms
6. Fluency in Microsoft Office systems (Word, Excel, Publisher, etc.)
7. General knowledge of the Catholic Church, Catholic Sacraments, Catholic rites, and liturgies.