



## ST. MARY'S CATHOLIC COMMUNITY JOB DESCRIPTION

**Position:** Parish Administrative Assistant

**Reports to:** Pastor/Business Manager

**FLSA Status:** Hourly

**Date prepared:** July 17, 2024

**Date Revised:** December 2025

**Signatures:** \_\_\_\_\_ / \_\_\_\_\_  
(Employee) (Supervisor)

**WORK SCHEDULE:** Full time

### PURPOSE

Under the direction of the Pastor and Business Manager, The Administrative Assistant is responsible for supporting St. Mary's in their mission to help people encounter and know Jesus Christ, to be healed and restored to a life of joy and peace. The Parish Administrative Assistant performs all duties and responsibilities in alignment with the mission, vision and values of the Roman Catholic Diocese of Boise (RCDB).

**ESSENTIAL FUNCTIONS** – include the following. Other duties may be assigned.

1. Must be able to communicate effectively verbally and in writing.
2. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
3. Assist pastor with calls, scheduling, and projects.
4. Lead a team of receptionist volunteer personnel. Responsible for the work assignments and performance management and development of volunteer staff, setting expectations and working to keep volunteer staff motivated and engaged.
5. Provide exemplary customer service to parishioners and others who contact St. Mary's Church by phone or in person, assess their needs and direct them to the appropriate parties. Develop a sense of hospitality and professionalism with an open-door mannerism to facilitate the renewal of parish structures and methods.
6. Review calendar of parish activities such as events, workshops, presentations and other important events to avoid conflicts.
7. Assist with St. Mary's Church office tasks as assigned with strict confidentiality and discretion, demonstrating internal and external customer service.
8. Other duties as assigned.

**Communications:**



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1. Assist parishioners or others with sacramental, funeral, or other event preparation.
2. Create informative and interesting bulletins, newsletters, and other related parish communications.
3. Plan and manage the design, content, and production of all marketing materials.
4. Respond to communication-related issues in a timely manner.
5. Coordinate and post relevant social media communications ensuring compliance with the RCDB and Roman Catholic Church.
6. Be able to train staff and/or volunteers in emerging technologies.

#### **Skills/Qualities of Ideal Candidate**

1. Excellent customer service skills
2. Able to work under pressure
3. Proven problem-solving
4. Excellent interpersonal skills
5. Able to work with a team
6. High attention to detail
7. Able to work with people from different backgrounds

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience**

- Minimum: High School diploma with 5 or more years of demonstrated hospitality / communication experience

#### **Language Skills**

1. Good oral and written communication skills, including clear speaking voice
2. Spanish speaking preferred but not required

#### **Other Knowledge, Skills, Attitudes**

1. Knowledge and supportive of basic tenets of Catholic Church and parish structures.
2. Strong organizational skills.
3. Initiating self-starter who can effectively manage responsibilities.
4. Proficiency in email communications and calendar function are required.
5. Proficiency in MS Office Suite, Google Docs and Sheets. Ability to learn new programs and applications as necessary.



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6. Strong communication and interpersonal skills including the ability to work with volunteers and external contacts on a professional basis.

#### **Additional Qualifications**

1. Preferred Roman Catholic
2. Strong knowledge of Catholic Church structures, systems and teachings.
3. Excellent interpersonal skills, must be a self-starter, well organized and a team player.
4. Ability to utilize technology relative to the requirements of the position.
5. Experience assisting with event coordination.
6. Ministry experience is a plus.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit at a workstation for long periods of time
- Must be able to lift or carry objects weighing 25 pounds, on occasion
- Will be required to work some weekends, evenings and holidays

#### **DISCLAIMER**

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Responsibilities and tasks may change as determined by the needs of St. Mary's Catholic Community.