



St Joseph Parish

Job Description: Office Assistant (Part-time)

The Office Assistant assists the Parish staff. The assistant will greet all who enter the Parish Office and will assist with answering phone calls & correspondence, updating databases, and managing information flow to staff and others. This position stores, retrieves, and disperses electronic and paper information, including memos, e-mails, and other documents. Duties may also include drafting correspondence, reports and other documents. The Office Assistant may also assist with meetings/events.

Responsibilities:

- Prepare petitions and announcements for weekend masses.
- Schedule and organize sacramental events such as Baptisms and Weddings.
- Create sacramental certificates.
- Schedule funerals and related events.
- Assist pastor with scheduling appointments for anointing of sick and Eucharist.
- Maintain room scheduling.
- Make phone calls to gather data as requested.
- Update church database with new parishioner info.
- Place orders for printed materials including envelopes, stationery, brochures, flyers, etc
- Check frequently the levels of office supplies and place appropriate orders.
- Assist with direct mailings including mailing labels, copying/printing materials, stuffing envelopes.
- Operate all office equipment. Assist others when needed.
- Facilitate the completion of regular reports and forms.
- Assist in the organization of meetings/events.
- Support meetings by sending reminders, gathering agenda items, creating an agenda, taking minutes.
- Maintain the staff calendars both electronic & paper.
- Assist with gift card program.
- Assist in maintaining a filing system both paper & electronic.
- Answer phone calls, take messages, and redirect calls when necessary.
- Other duties as requested by the Pastor and Staff.

Requirements:

- A practicing Catholic preferred.
- Proficiency with MSOffice, specifically Word and Excel.
- Good judgment, adaptability, and discretion with staff, parishioners.
- Good customer service skills to communicate with parishioners, vendors.
- Ability to work independently as well as in a team environment.
- Must comply with requirements of the Diocese of Cleveland's policy on the protection of minors.
- Work experience as a secretary or administrative assistant.
- Multi-tasking and time management capability.
- Excellent written and verbal communication skills.

This is an hourly, non-exempt position paid in the range of \$13 – 16/hour.

We provide an engaging work environment where organizational excellence and customer service are valued. The ideal candidate will demonstrate professionalism, adaptability, and a proactive approach to supporting office functions.