

Receptionist
St. Olaf Catholic Church
Williamsburg, VA

Summary/Purpose: The Receptionist provides clerical, administrative, communication support to the pastor and other Staff members as required and provides reception services for the parish.

Supervisor and Employer: Business Manager

Location: Position is based at St. Olaf Catholic Church in Williamsburg, Virginia.

Responsibilities and Tasks:

General:

- Welcomes and assists all parishioners at the door in an inviting manner.
- Answers phones and directs the call to appropriate staff member.
- Retrieves and responds to phone and email messages in a timely manner.
- Administer sign in sheet.
- Keep the coffee bar clean and well stocked.
- Ensure lobby is clean and presentable to visitors.

Administrative Support:

- Sort and distributes incoming mail.
- Maintain parish records via parish database to keep updated information on registration status, contact information, Catholic Virginian mailing list.
- Maintain Mass Intention Request and payments.
- Performs additional duties and attends meetings as requested.

Communication:

- Maintain and update website with current information.
- Post and schedule information on social media sites such as Facebook and Instagram.
- Send out information on Flocknotes.

Working Conditions: This position is a full-time position and will require 40 hours per week during regular and after-hours office times.

Date Position Established: May 2026

Physical Demands: Light physical effort required. Regularly required to sit for extended periods, stand, walk, reach, bend and lift packages. Ability to go between Church Office and Church. Ability to travel may be required.

Qualifications: Relevant experience in secretarial or office role; Computer competency; Microsoft Office proficiency; with Social Media Platforms; Ability to learn new programs; Familiarity with the Mission of the Catholic Church; The ability to manage time efficiently, set priorities and work independently; The ability to honor and maintain confidentiality.

Salary and Benefits: The hourly rate for this position will depend on experience. This position is eligible for health benefits. Pay and benefits are per diocesan guidelines and Called to Work in Harmony: Personnel Policies for Lay and Religious Employees.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read this job description and understand it, and I have received a copy.

Employee Signature

Date

Supervisor's Signature

Date