CHURCH OF ST. GENEVIEVE
POSITION DESCRIPTION

Position Title: Administrative Assistant – Part Time
Reports to: Parish Business Administrator
Date: November 9, 2026
FLSA: Non-Exempt
Receives Work Direction From: Parish Administrator and Pastor
Direct Reports: N/A
Hours hired to work: 26-28 hours per week Monday-Thursday 8:30-4pm (flexible)
Salary Range: $19-$22/hour

Job Purpose:

Provide general administrative support for the pastor and parish staff; to provide a professional and pastoral presence to the parish community; to aid communication between clergy, staff and parish members; to extend hospitality to all callers and visitors in a courteous, efficient and responsible manner.

Employment in a Catholic Church:

Employment in and by the church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect the Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. **This position does not require that the employee be a Catholic.**

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Representative Responsibilities:

- Greeting visitors and answering the telephone in a prompt, courteous manner
- Process incoming and outgoing mail
- Create and submit a weekly bulletin
- Help maintain parish calendar
- Manage office supply inventory
- Manage parish database
- Manage sacramental records
- Manage Welcome Folders for new parishioners
- Manage database for Catholic Spirit subscriptions
- Manage database for parish offering envelopes
- Maintain church bulletin boards
- Prepare for weekend liturgy – welcome, announcements, intentions, liturgical minister check-in
- Distribute schedules for liturgical ministers
- Attend staff meetings (one late afternoon per month)
- Post all deposits and donor contributions
- Reconcile monthly bank statements
- Other duties as assigned

Minimum Qualifications

- Exceptional communication skills
- Able to maintain high confidentiality
- High organizational skills
- Strong computer skills (including Outlook, Canva, MS Word, and MS Excel)
- Pass a background and credit check, be current in Virtus certification and sign Code of Conduct
- Applicants must possess a valid driver's license, reliable vehicle, and have a minimum of $100,000/$300,000 liability insurance
- Possess reasonable knowledge of the Roman Catholic doctrine and tradition
- 2-5 years' experience in administrative support preferred

Mental Demands

- Ability to be pleasant and service-oriented even when exposed to negative influences
- Maintain strict confidentiality
- Ability to work independently
- Dependable and punctual

Physical Demands

- Work required hours to meet needs of position
- Ability to sit for long periods at a computer
- Ability to lift 20 pounds – boxes, and negotiate steps

To Apply

- Send resume and letter of interest to Susie Irlbeck at sirlbeck@stgens.org by November 25.