

St. Theresa of Avila Catholic Church

JOB DESCRIPTION

Position Title: Bilingual Administrative Assistant to the Pastor (full-time)

I. Qualifications and Expectations

Required:

- Practicing Catholic in good standing
- Language Requirements: English fluency required; Spanish proficiency of B2 (Independent User) or higher on the Common European Framework of Reference for Languages (CEFR) required.

Preferred:

- Experience working within parish, diocesan, or nonprofit settings
- Experience in graphic design using Canva

Work experience and skills:

- 3-5 years of experience in administrative or office support.
- Proficiency in Google Docs and Microsoft Office.
- Strong organizational, communication, and interpersonal skills.
- Strong attention to detail and ability to manage multiple responsibilities effectively.
- Maintains consistent follow-through on communications and outstanding action items.

Work environment:

- Full-time parish office setting
- Requires some evening and weekend availability
- This is an office position in a 2-story building. Ability to climb flights of stairs is required.

II. Key Responsibilities

1. Assist the Pastor in all administrative tasks
 - Work with the pastor on daily tasks
 - Process letters and communications from the pastor's office
 - Maintain pastor's files
 - Help manage scheduling of pastoral requests
 - Assist in editing and proofreading parish correspondence as needed.
2. Coordinate Sacramental and Liturgical Celebrations
 - Prepare clergy binders for all Masses
 - Communicate with volunteer leads regarding liturgical minister needs
 - Assist in training of liturgical ministers
 - Coordinate the planning, scheduling, and preparation of parish funerals, weddings and other sacramental needs.
 - Serve as a primary point of communication for families and couples throughout the preparation processes.
 - Collaborate with the pastor, parish staff, and ministry leaders to ensure celebrations are properly organized and supported.
 - Coordinate personnel, facilities, documentation, and other logistical needs associated with these celebrations.
3. Other document drafting, editing, formatting and proofing as needed.

Email resume to jobs@stachurch.net