

ST. MARY'S CATHEDRAL JOB DESCRIPTION

This document was last reviewed September 2026
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Job Title: Administrative Assistant Number: 175
Reports To: Business Manager Department Administration
Full Performance Period: 3 months Eligible for Overtime: Yes
Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Contract Workers: No Boards: No

General Purpose: This position, under the direction of the Pastor and in collaboration with the Business Manager and pastoral staff, supports the parish to provide clerical and administrative functions related to church operations. This position is often the first point of contact and therefore must provide a welcoming and helpful environment for all visitors, both in person and over the telephone. The role will involve coordinating and implementing office procedures, responsibility for specific projects and tasks as well as maintaining Sacramental Records. All business and/or financial affairs will be handled in an ethical and efficient manner.

Essential Duties and Responsibilities:

Administration:

- ☐ Administer, update, and publish the weekly bulletin, Flocknote, and parish bulletin board to SMC parishioners' list.
- ☐ Administer and update all parish's means of communication (Website, Facebook, etc.).
- ☐ Enter weekly contribution information by parishioner to Push Pay Giving. May include online donations.
- ☐ Update Push Pay Church Management and Steward Soft Envelopes Software programs with any changes received.
- ☐ Process new parishioner registration forms completing all tasks needed.
- ☐ Update Diocese with changes for Catholic Herald subscriptions (new/inactive/change of address).
- ☐ Maintain sacramental records in sacramental registers. Research and send sacramental notices to parishes (or as requested). Prepare annual sacramental reports for Chancellor's Office.
- ☐ Administer and update the Official Catholic Directory.
- ☐ Provide weekly Mass intention list for vesting sacristy and Liturgist.
- ☐ Act as first point of contact for funeral services (gather information for funeral service and sacramental records, notify pastor; notify funeral coordinator, sacristan, and director of music ministry).
- ☐ Assist in selling Columbarium niches and provide information to interested parties.
- ☐ Schedule baptisms with Priest/Deacon after complete paperwork is submitted.
- ☐ Schedule weddings on calendar as directed by clergy, involving all interested parties. Maintain wedding intake file.
- ☐ Print certificates for baptisms, weddings, and other sacraments.
- ☐ Monitor all office supplies for order by Business Manager.
- ☐ Schedule the use of parish facilities in Outlook calendar using Pastor's request forms.
- ☐ Maintain Filing System (Registration Forms/Sacramental Documentation etc.).
- ☐ May include administrative help to different departments/areas of the church as needed and other duties as assigned.

Reception:

- ☐ Open and close reception area during scheduled shift.
- ☐ Create a professional environment for parishioners, visitors, and staff.
- ☐ Provide referral to appropriate charitable/social agencies, if needed.
- ☐ Perform all receptionist services to include answering phones, greeting visitors, responding to voice messages and emails, providing Mass intentions, providing information regarding sacraments, referring visitors to the appropriate staff member, assisting staff with special projects, as needed.
- ☐ Sort and distribute incoming mail. Provide back-up training (to volunteers) for front office coverage.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision making and Supervisory Responsibility:

HIRING	None					
ASSIGNING & SCHEDULING WORK	None					
MONITORING & CONTROLLING WORK	None					
DISCIPLINE	None					
PERFORMANCE EVALUATION	None					
SALARY RECOMMENDATIONS	None					
DISMISSAL	None					
BUDGET RESPONSIBILITY	None.					
PROPERTY RESPONSIBILITY	Responsible for the proper functioning and maintenance of front desk equipment.					
CONFIDENTIAL INFORMATION	Responsible for the security of confidential information.					

I indicates Input only

R indicates responsibility for recommending a course of action requiring one other approval

F indicates responsibility for the Final decision

Minimum Requirements:

Education: High School diploma; college degree preferred

Experience: Two years' experience in office administrative field; experience in a Catholic Religious Institution preferred. Proficient in Microsoft Office including Outlook and Publisher, Knowledge of Excel, PowerPoint helpful. Demonstrated experience using Publisher software.

Demonstrate the following knowledge, skills, and abilities:

- ☐ Knowledge of the Catholic faith and sacraments
- ☐ Excellent verbal communication and listening skills, and the ability to relate well with a variety of people; Spanish-speaker preferred.
- ☐ Strong telephone skills with the ability to handle several incoming telephone lines.
- ☐ Ability to prioritize diverse tasks in a busy office.
- ☐ Ability to remain calm and maintain a positive outlook under pressure; and serve those with difficult and unusual requests and situations.
- ☐ Ability to access and provide information regarding community resources.
- ☐ Strong clerical and office skills.
- ☐ Ability to operate a variety of office equipment.
- ☐ Ability to move freely within the parish office and parish buildings, including narrow halls and steps.
- ☐ Must maintain a high degree of confidentiality in all matters
- ☐ Must demonstrate excellent oral and written skills
- ☐ Must demonstrate design abilities and accuracy for the purpose of publishing the bulletin, and other parish mailings.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORKING ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE	X		
VDT/CRT USE	X		
DRIVING		X	
STANDING			X
SITTING			X
WALKING		X	
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOVEMENTS		X	
OPERATING MACHINERY			
COPIER		X	
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)	X		
10-KEY	X		
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X

OTHER REQUIREMENTS	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far	PREFERRED		
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
Local			
National			
International			
This position does not require travel.			
EVENINGS	X		
WEEKENDS	X		

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lb..)			X
MODERATE (5 to 20 lb..)		X	
HEAVY (Over 20 lb..)	X		

DESCRIPTION OF MOVEMENT

LIFT/LOWER			X
CARRY		X	
PUSH/PULL		X	
REACH AVE	X		