St. Francis Xavier Church, Marcellus, NY

Job Description

Parish Secretary

Reports To: Fr. Dan/ Dc. John

Appointment: Part time- 3 days- 9:00 am -1:30 pm (Monday, Tuesday, Wednesday)

3 month probation period

Virtus-training required

Salary- to be determined

General Functions:

1. Responsible for the daily operation of the church office:
    a. Receiving visitors and assisting them as needed
    b. Answering multi-line phone
    c. Emailing/faxing/post office mail
    d. Website and social media maintenance
    e. Assisting with processing and keying in donations
    f. Scheduling and updating ministry schedules
    g. Inventory control of office supplies
    h. Creating and submitting weekly bulletin
    i. Maintaining parish calendar/building usage
2. Maintaining and processing various employee and staff records as directed by Fr. Dan.
3. Recording and maintaining files and providing appropriate requested information concerning parish sacraments including baptisms and marriages as directed by Fr. Dan.
4. Scheduling repairs and maintenance of office equipment.
5. Attending regular staff meetings and other church meetings as necessary.
6. Maintaining appropriate confidentiality regarding parish business.
7. Working cooperatively with other parish staff members.

Qualifications:

Education: High school diploma required; Associates degree or other higher education preferred.

Experience: Minimum of 2 years experience in a customer-service position; filing experience desired.

Demonstrated Proficiencies: Computer skills (specifically Microsoft Office) and Facebook; strong organizational skills; knowledge of standard office equipment; ability to work independently and collaboratively; people skills a must; some evening and weekends possible.