

Holy Cross Area Faith Community

Position Description Administrative Assistant/Receptionist

I. Position Identification

Hours: 40 per week, more some weeks if needed and approved

Benefits: Full benefits

FSLA designation: Non-exempt

Reports to: Pastor

Resource person to: parish staff, parishioners

II. Primary Purpose of This Position

Perform administrative assistant duties and act as a minister of hospitality for staff, parishioners and visitors to the Cathedral of the Holy Trinity and area faith community. The person in this position currently offices at Cathedral, frequently interacts with staff at the other three worship sites as well as the diocesan office, in addition to assisting as needed with clerical needs for the New Ulm Catholic cemetery.

III. Church Employment

Employment in and by the Catholic 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 and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is required that the employee filling this position be an active, practicing Catholic in full communion with the Roman Catholic Church. ***

IV. Representative Responsibilities

- A. To be professional in manner and dress, be present, ready to work and on time for all scheduled hours.
- B. Demonstrate the ability to work well with others.
- C. Maintain a spirit of hospitality and welcome in daily interactions.
- D. Help create a productive and harmonious work environment by promoting good morale, adequate communication and cooperative teamwork.
- E. Demonstrate ability to multi-task and adapt to changing priorities.
- F. Assist with clerical needs for Catholic cemetery.

V. Position Qualifications

- A. An active, practicing Catholic in full communion with the Catholic Church.
- B. Ability to set priorities and organize work effectively and efficiently.
- C. Ability to develop and maintain effective record keeping.
- D. Ability to learn parish data system and other essential software.
- E. Ability to honor and maintain confidentiality.
- F. Ability to work and think independently.
- G. Strong communication skills; excellent public relations.
- H. Ability to compose correspondence, compile minutes and/or reports.
- I. Fluent in Microsoft Word, Microsoft Excel, and Microsoft Outlook, or a demonstrated ability to quickly learn to use each of these programs. Facility with using computers and other office equipment, including 10-key calculator, office copier, etc.
- J. Strong organizational skills and attention to detail.

- K. Strong record of punctuality and attendance.
- L. Ability to drive a car.
- M. Possession of a valid driver's license.
- N. Successful completion of required background checks and initial VIRTUS safe environment training. Successful completion of quarterly VIRTUS online training.

All position qualifications must be clearly demonstrable to the employer.

VI. Mental Demands

- A. Leads a life demonstrative of Christian values.
- B. Works well with others. Fosters a collaborative work environment.
- E. Exhibits organization, dependability and cooperativeness.
- G. Remains calm and patient in stressful situations.
- H. Demonstrates openness and honesty in communicating with others, while exercising discretion in confidential matters.
- I. Understands different points of view in practical affairs and works toward consensus.
- J. Demonstrates strong organizational skills.

VII. Physical Demands

- A. Observes regular work hours.
- B. Sits, stands, walks, and walks up and down steps.
- C. Sees, hears, and speaks well enough to competently give information and engage in conversations.
- D. Writes with the hand and takes notes.
- E. Uses the telephone to send and receive calls.
- F. Operates a computer, including use of the keyboard, for hours at a time.
- H. Able to lift up to 25 pounds using proper lifting techniques.

The responsibilities listed above describe the general nature and level of work performed by the person assigned to this position. The list is not intended to be exhaustive of the responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be found in supplemental documents, including the Holy Cross Area Faith Community Personnel Handbook.

The responsibilities listed below describe the general nature and level of work for this position, and are not exhaustive.

Office: *answers phones *greet visitors *maintains and keeps calendars up-to-date for all events, services and activities on the Cathedral campus *creates and publishes weekly campus schedule with staff *prints bulletin inserts for the AFC

Bulletin: *submits bulletin information weekly (includes procuring bulletin information from stakeholders with Catholic community) *serves as the back-up for creating the weekly AFC bulletin

Mass Intentions: *schedules Mass intentions *calculates Mass stipend payments (monthly) *creates and publishes list of unpublished Mass intentions for priests *emails Mass and confession schedule to local newspaper (weekly)

Financial: *prepares and make deposits (twice weekly) to Cathedral accounts, Holy Cross AFC accounts and Catholic cemetery *provides cash receipts upon request *posts member contributions to the parish data system

Parish Database / Recordkeeping: *adds new members, baptisms, marriages, deaths and address changes in PDS (database) *prepares list of these for the Transitions section of the AFC Crossings publications

Fundraisers: *works with the chairs of the three main fundraisers for Cathedral parish *files applications for gambling, street closure and liquor license with the city and state *tracks donations received *creates raffle tickets *organizes bulk mailings and other miscellaneous duties related to each event