

## **Receptionist**

### **St. Faustina Catholic Church**

#### **Summary:**

St. Faustina Catholic Church is seeking a full time Receptionist for the Parish Office. Excellent communication skills are required with the ability to work cooperatively with other staff members and volunteers. Ability to project a faith-filled presence and maintain confidentiality. Someone who exhibits a spirit of welcoming, hospitality, and helpfulness to parishioners. Excellent phone skills are very important, including greeting all incoming calls and guests in a pleasant, professional manner and taking accurate and legible messages. Ability to multi-task providing support to the Business Manager and Pastor. Proficient and accurate clerical skills including typing skills, copying, filing, alphabetizing and working with figures are required. Advanced computer skills are a must with a high level of proficiency in Microsoft Office (Word, Publisher, Excel, PowerPoint and other related software.).

Bilingual – Fluent in English/Spanish required. The work schedule for this position is 8 am to 5 pm Monday to Thursday and 8 am to 12 pm on Friday. The parish office is not open on Saturday or Sunday.

#### **Essential Duties and Responsibilities:**

- Provide receptionist services for the parish office including answering incoming phone calls, recording of clear and accurate phone messages, handling routine questions regarding policies, faith formation, ministries, events, and other parish activities., and greeting visitors.
- Records accurate phone distribution information pertaining to Mass times, parish holidays and holy days.
- Keeps telephone list updated with emergency contact information.
- Receive, sort, and deliver all mail and packages in a timely fashion.
- Responsible for registration of new families and management of the Church Database.
- Assist in preparation of the weekly bulletin.
- Maintains Mass intentions requests and reconcile stipend information.
- Prepares Prayers of the Faithful /intercessions weekly.
- Assists with the preparation of staff meetings and special event days.
- Assists with special projects and clerical requests from business manager and clergy.
- Perform various administrative and clerical duties as requested.

#### **The ideal candidate for this position must have the following:**

- Strong computer skills, experience with Microsoft Office Suite as described above. Knowledge of ParishSoft is a plus.
- Excellent organizational, speaking, and writing skills.
- Ability to manage multiple tasks efficiently and accurately.
- A strong work ethic and attention to detail with a history of reliable attendance.
- Action-oriented with a flexible disposition to adjust to changes in schedules, routines, and job assignments.
- Exhibits a commitment to good customer service with a spirit of welcoming, hospitality, and helpfulness.
- Bilingual – Fluent in English/Spanish required.

#### **Experience:**

Minimum of five (5) years of experience working in a similar position required.

Prior parish experience helpful.

A high school diploma or GED equivalent is required.

Interested candidates should send resume and cover letter to [info@saintfaustinachurch.org](mailto:info@saintfaustinachurch.org) with Receptionist in the subject line.