

Administrative Assistant

St. John Vianney Catholic Church

625 Nottingham Oaks Trail
Houston, TX 77079

Summary

This position is responsible for greeting parishioners and visitors, performing general secretarial and administrative duties, provides support to the Pastor and the Business Manager.

Essential Functions

- Graciously answer the phone and greet people in a polite, professional, and cheerful manner, directing them to appropriate staff as required.
- Sort and deliver all mail and packages in a timely fashion.
- Check the fax machine for incoming faxes and deliver accordingly, as well as forward SJV emails to appropriate personnel.
- Receive Mass intention requests and properly record the date received and payment information (enter into the database and record in the Liturgical Desk Calendar and spreadsheet).
- Intercessions – Prayers of the Faithful (Weekly).
- Update and distribute staff and emergency contact lists.
- Assist with funeral requests, complete funeral information sheet, worship aid, and sympathy letter.
- Enter Sacraments in the registry: Baptism, 1st Communion, Confirmation, Deceased as well as notations.
- Upon request- prepare sacramental certificates.
- Enter New parishioners, export, and merge new parishioners from CCB and mail out weekly welcome letters, as well as update parishioner information in CCB.
- Create a yearly floral calendar for the front office and bulletin editor.
- Accept Flower Donations Request and send information to Bulletin editor.
- Assist with inventory and ordering of copy room and kitchen supplies.
- Assist with special projects and clerical requests from the pastor and business manager.
- Other office duties as assigned.

Experience and Education

- Roman Catholic in good standing with the Catholic Church.
- Minimum High school diploma or equivalent.
- Five plus (5) years' experience preferred.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Access).
- Ability to operate or learn to operate standard office equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to work cohesively with staff, volunteers, and parish community.
- Ability to always maintain confidentiality and professionalism.
- Ability to prioritize and effectively respond to a variety of situations.

St. John Vianney Parish was established over fifty years ago and is located on twenty-two wooded and landscaped acres in West Houston. The parish community consists of five thousand families who regularly use the large church, chapel and nine support buildings occupying over 50,000 square ft.

Interested candidates should send resume to Henry Sustaita, Business Manager,
HSustaita@stjohnvianney.org